



B400

Letter Opener



Operating Guide

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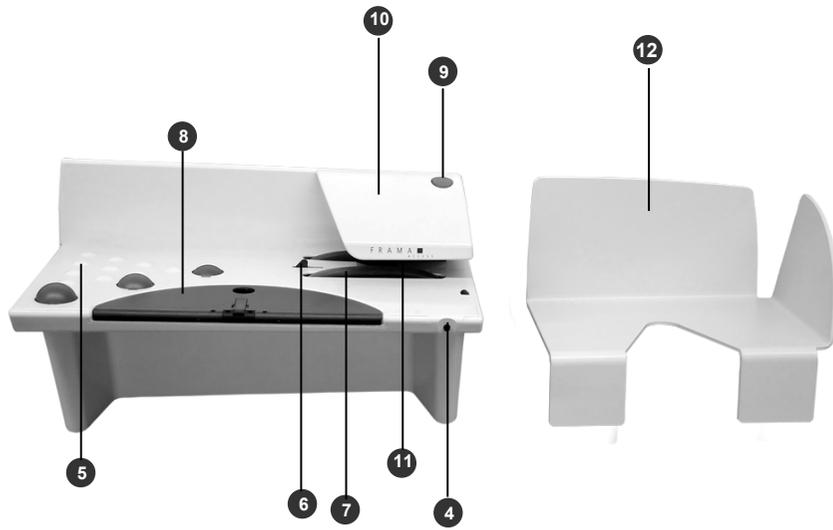
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Operating guide for

B400



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ENGLISH

1. Key to machine parts

1. Power supply unit
2. Power connector
3. Mains switch
4. Diode
5. Feed table
6. Letter release lever
7. Transport belt
8. Letter guide
9. Letter release button
10. Protective cover
11. Slitting mechanism
12. Letter collecting tray

2. Introduction

Thank you for deciding in favour of our Letter Opener B400. The following information will help you to install the machine and explain how you can obtain the best working results when using it. With this in mind, please first read these instructions before you put your B400 into service.

2.1 Safety precautions / accident prevention

- Read the operating instructions completely and adhere to the instructions contained therein.
- Check the power supply unit (1) and mains cable every time before installing the machine. Have damages repaired only by an electrical specialist.
- Only insert the power connector into the power socket with the protective cover (10) in place.
- Always run the mains cable away at the back of the letter opener and ensure there is no risk of it being damaged or someone tripping over it.
- Never pull the plug out of the socket by the mains cable.
- Never put foreign matter under the protective cover (10) of the slitting mechanism (11) (risk of damage).
- Never reach under the letter feed or exit area of protective cover (10). When the motor is running, the slitting mechanism (11) may cause injury to fingers!
- Be careful if you have long hair, wear a tie, etc. when you are in the letter feeder area, i.e. near the two transport belts (7).
- Before removing the protective cover (10), switch off the letter opener via mains switch (3) and disconnect the power supply unit (1) from the power connector (2).
- Never put any hot objects (cigarettes, etc.) onto the housing! Make sure that no moisture can infiltrate into the machine or the power supply unit (1).
- Don't clean the machine with aggressive agents. Instead, use a slightly damp cloth.
- Have machine repairs carried out only by a serviceman from your local FP sales organization. Never open the machine yourself under any circumstances.
- Keep children away from the letter opener.

2.2 Note about possible damage to machine support surface

Please bear in mind that present-day furniture is coated with many different paints and plastics. It is thus quite possible that one or the other of these materials contains constituents that attack or soften the plastic feet of the machine. If changed in this way by foreign substances, the feet of our equipment can leave marks on surfaces of your furniture. FP is unable to accept any liability for damage of this kind for obvious reasons. With this in mind, use a non-slip underlay.

3. Installation / connecting power

3.1 Positioning the B400

Place the letter opener on a horizontal surface, observing the instructions under 2.2. Position the letter collecting tray (12) to the right of the machine.

3.2 Connecting to mains electricity supply

Without presetting, the letter opener is ready for service with a mains electricity supply between 100 and 240V and a frequency of 50 or 60 Hz.

Connect the power supply unit (1) to the power connector (2). Connect the mains cable suitable for your country to the power supply unit (1) and the socket.

Attention! The socket must be close to the letter opener and easily accessible.



4. Getting ready for operation

Place the mains switch (3) at the back of the appliance to position "1". The diode (4) at the front side glows steadily red to indicate that the letter opener is ready for operation.

On ecological grounds, please switch off the letter opener after use via the mains switch (3) (diode (4) goes dark).



5. Working with the B400

5.1 Pre-sorting / readying letters for opening

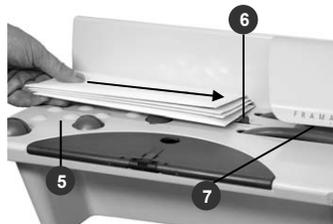
Following the preparatory steps below will greatly aid problem-free letter opening thereafter. Please observe these instructions:

- Separate out letters that are thicker than 10 mm and open them by hand. TB400400 adapts automatically to letter thicknesses up to 10 mm.
- Separate out large-sized letters (e.g. C4 / B4 formats) and short letters (e.g. C6), and open them separately using the B400.
- Other letter formats with the same or closely similar length (e.g. C6/5, C5, B5 etc.) may be mixed together for opening.
- It is preferable to open letters along the opposite edge to the flap:
 - Envelope flaps are frequently torn, or poorly closed if a letter is overfilled, which may cause jams during opening and/or damage the envelope contents.
 - Protruding envelope flap edges may be problematic when letters are fed under the slitting mechanism.
- It is better to open letters with the envelope window facing down.
- Knock a stack of letters on the table along the side opposite to the slitting edge, to shift the letter contents as far away as possible from the slitting edge (minimises the risk of damage to letter contents).

5.2 Opening letters along one edge

Open a stack of letters as follows:

- 5.2.1 Depending on the length of the letters to be opened, position the letter collecting tray (12) a suitable distance away from the letter opener. For optimal stacking of C5 or smaller format letters, position the letter collecting tray (12) at a slight angle to the letter opener, as shown. For letters larger than C5, position the letter collecting tray (12) parallel to the letter opener.
- 5.2.2 Knock the stack of letters (maximum stack height = 80 mm, load correspondingly fewer heavy and/or C4/B4 letters) against the slitting edge on the table, to shift the letter contents as far away as possible from the slitting edge (see also remarks under 5.1).
- 5.2.3 Gently tap the stack of letters against the table surface with the slitting edge facing down, to align the letter edges together.
- 5.2.4 Rest the stack on the feed table (5) and slightly fan it with the slitting edge flush against the rear panel, and slide it over the letter release lever (6).
 → The motor starts running (acoustic signal). Letters are automatically pulled in by the twin transport belts (7) under the slitting mechanism, opened and then stacked in the letter collecting tray (12).
- 5.2.5 Continue loading the remaining letters.
 → The motor shuts off automatically about two seconds after the last letter has been opened.



5.3 Opening letters along two edges

To open letters along both long edges, first proceed according to working steps 5.2.1 – 5.2.5. Then repeat working steps 5.2.2 – 5.2.5 to open the letters along their opposite long edges.

- Pull apart the two sides of the envelope, and the letter contents will drop out of the envelope.

5.4 Opening letters along three edges

For three-sided letter opening, first proceed according to the working steps described under 5.3 (opening letters along their two long edges). Then proceed as follows to open them along one of the short edges:

1. Fold-up the letter guide (8) and withdraw it to fit the long edge width of the letters to be opened. **Attention:** the edge stop needs to be positioned flush with the letters, but not so as to prevent them from flowing freely through the transport belts and under the slitting mechanism.
 2. Feed the letters to be opened according to working step 5.2.4.
- Envelopes may now be unfolded and the letter contents removed.



Attention! Opening letters along three edges works for C6/5, C5 and B5 letter formats, or similar.

5.5 Auto-reverse in the event of a letter jam

If a letter jams under the slitting mechanism (11), the motor switches off and about two seconds later goes automatically into reverse, sliding the letter back onto the feed table (5) where it is easily accessible. The diode (4) continues to blink until letters have been removed from the feed platform (5), thus releasing the letter release lever (6). When the diode (4) is again steadily lit, the letter opener is once more ready for operation. Letters can then be opened according to working steps 5.2.2 – 5.2.4.

5.6 Appliance cooling

If the appliance is used to open letters continuously without interruption (letter release lever (6) actuated continuously) for two minutes and longer, the integrated fan is automatically activated for the purpose of motor cooling. The cooling continues for a further four minutes after the last letter is opened (low noise is heard). On switching off the letter opener by the mains switch (3), the fan and therefore the cooling is also switched off with no negative effects to the appliance.

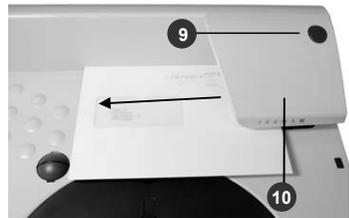
6. Dealing with jammed letters / paper scraps (problems during operation)

6.1 Removing a jammed letter

Should a letter jam and remain stuck in the slitting mechanism (11) despite the auto-reverse action, proceed as follows:

- 6.1.1 Press down the letter release button (9) on the protective cover (10) while carefully pulling out the letter against the normal feed direction, i.e. to the left. Then let go of the letter release button (9).

→ The letter opener is once more ready for operation.

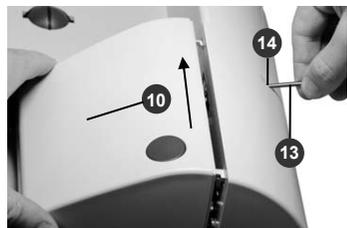


Attention! Do not use fingers in attempts to remove residual scraps of paper from the slitting mechanism (11) under the protective cover (10) (risk of injury). Also, do not use a hard or pointed object for this purpose (risk of damage). In this case proceed according to 6.2 below.

6.2 Removing paper scraps

If scraps of paper become jammed in the slitting mechanism (11) under the protective cover (10), for example from a damaged letter that has been fed into the machine, proceed as follows:

- 6.2.1 Switch off the letter opener at the mains switch (3) and disconnect the power supply unit (1) from the power connector (2).
- 6.2.2 Carefully insert the rod (13) from the accessory box into the opening (14) at the rear of the machine, until slight resistance is felt (press it down gently during insertion). Maintain this pressure while sliding the protective cover (10) approx. 5 mm to the left, then pull it away to the front.

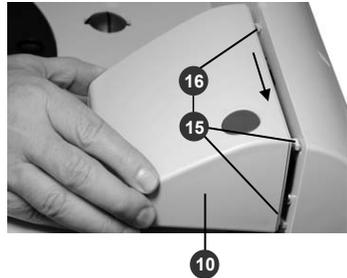


Attention! The diode (4) blinks if the protective cover (10) is removed without first switching off the letter opener. Switch off the letter opener before attempting to remove paper scraps!

6.2.3 Carefully remove the paper scraps.

6.2.4 Refit the protective cover (10): insert the four lugs (15) in their corresponding openings (16) and slide the cover to the right until it clicks into place.

6.2.5 The letter opener is ready for further use.



7. Accessories

- Letter collecting tray
- Power supply unit
- Country-specific mains cable
- Rod
- Operating guide

8. Technical data

8.1 Performance data

Letter opening speed:	Up to 400 letters per minute (depends on letter format/weight)
Letter thickness for feeding:	Max. 10 mm
Letter formats:	Up to C4 / B4
Three-edged letter opening:	Up to C5 / B5
Stack height:	Max. 80 mm (depends on letter format/weight)

8.2 Electrical data (tabletop power supply)

Power input:	100-240 VAC, 50/60 Hz, 1.5 A
Power output:	24 VDC, 5.0 A, 120 W max.

8.3 Dimensions and weight

Dimensions (excluding letter collecting tray):	424 mm long
	291 mm deep
	190 mm high (letter guide folded in)
Letter collecting tray dimensions:	322 mm long
	267 mm deep
	148 mm high
Net weight (excluding letter collecting tray):	5.3 kg
Letter collecting tray net weight:	0.83 kg

9. Recycling / environmental protection



The WEEE directive (Waste Electrical and Electronic Equipment; 2002/96/EC) was drawn up for the protection of human health and the environment to ensure that worn-out products are disposed of while utilizing the best available reprocessing, recovery and technical recycling possibilities. Your product has been developed and manufactured using top-quality materials and components which can be recycled and reprocessed.

Don't throw this product into the household waste.

Please inform yourself about local collection points for electrical and electronic waste products which are marked appropriately.

When you purchase a replacement product, you can hand over your old product to your specialized dealer / supplier. Specialized dealers /suppliers have the obligation to take back old products in accordance with the WEEE directive.

Declaration of conformity

We, FP herewith declare that the product B400 complies with the following standards or normative documents:

Machine safety

This meets the requirements for electrical safety and design for the European, North American and Canadian markets in compliance with:

- ANSI/UL 60950-1
- CAN/CSA –C22.2 No 60950-1-03
- EN 60950-1: 2006

EMC

- FCC Part 15 class B verification
- IEC/CISPR 22:2005
- IEC/CISPR 24:1997+A1:2001+A2:2003
- IEC 61000-3-2-2:2005
- IEC 61000-3-3:1994+A1:2001+A2:2005
- EN 55022:2006
- 55024:1998+A1:2001+A2:2003
- EN 61000-3-2:2006
- EN 61000-3-3:1995+A1:2001+A2:2005



Thomas P. Haug

A handwritten signature in blue ink, appearing to read 'A. Haug', written over a horizontal line.

FP

The right to make changes in these operating instructions is reserved.

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