

PostBase Conveyor

Installation Instructions



Table of Contents

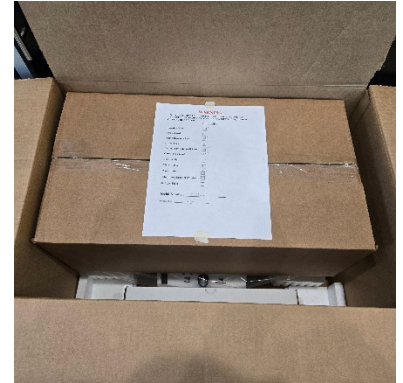
Unboxing Conveyor:	2
Accessory Kit Breakdown:	3
PostBase One Installation:.....	4
PostBase Fusion & PostBase Pro Installation:	10
Control Panel Overview.....	17



Unboxing Conveyor:

Open the outer box. Located inside will be the conveyor, as well as the conveyor accessory kit.

Remove the accessory kit box and place to the side. Next, remove the conveyor body and place on the table for installation prep.



Opening Accessory Kit:

Open the accessory kit box and remove all components. **Please note, setup and configuration are based on meter model being used. Certain components may look like duplicates. Not all accessory kit components will be utilized during either setup.**

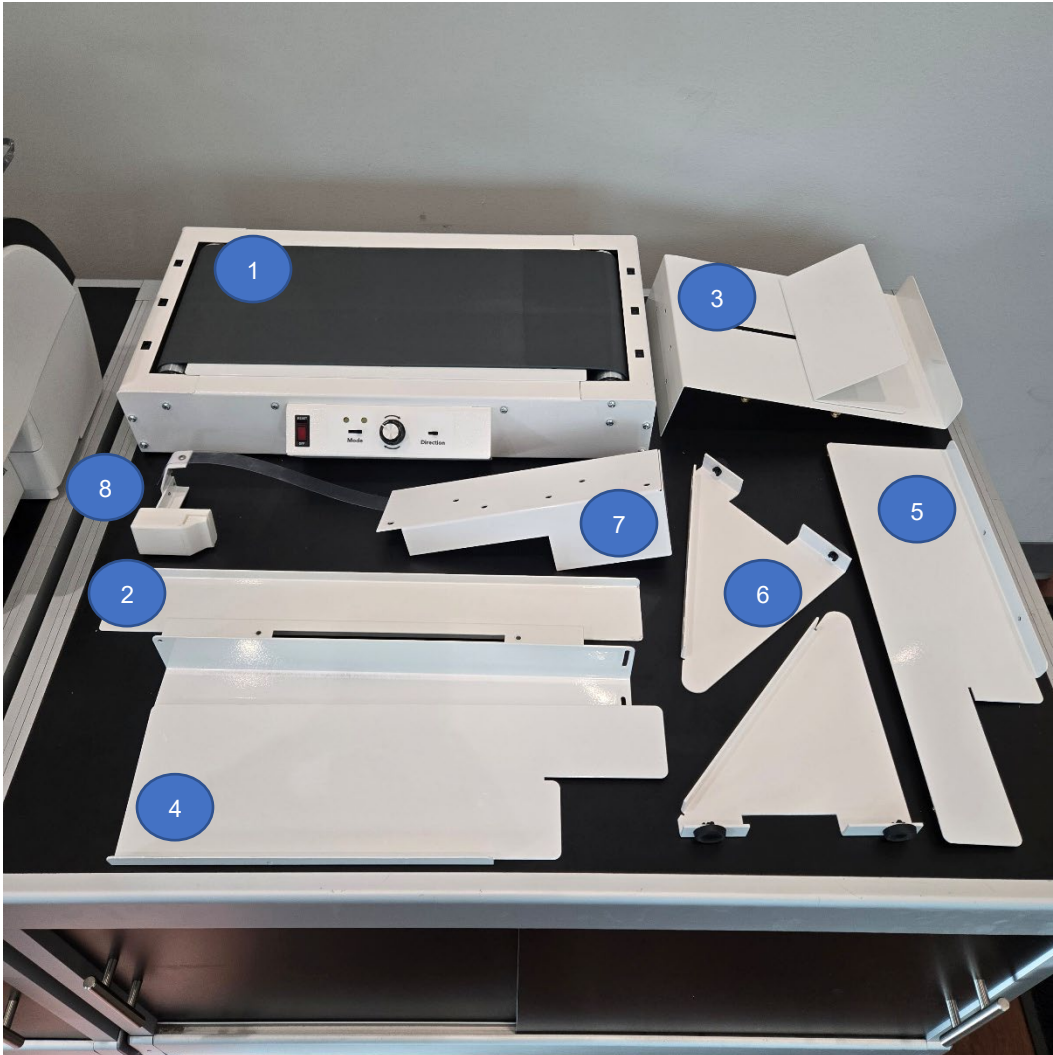
- For setup on PostBase One meters, please continue to the PostBase One setup section. (uses triangle brackets included)
- For setup on PostBase Fusion Auto, and PostBase Pro meters, please continue to the PostBase Fusion/Pro setup section. (uses extended front feed deck)



See next page for Accessory Kit breakdown.



Accessory Kit Breakdown:



1. Conveyor Body
2. Conveyor Body Guard Rail (mounted to front for PostBase One/Mounted to back for Fusion/Pro)
3. Stacker for Envelopes
4. Stacker Guard Rail (Right facing notch for PostBase One)
5. Stacker Guard Rail (Left facing notch for PostBase Fusion/Pro)
6. Set of Triangle Brackets (Only used for PostBase One)
7. Extended Front Feed Deck (Only used for PostBase Fusion/Pro)
8. Mylar Slapper



PostBase One Installation:

Step 1 - Begin by installing the conveyor body guard rail (item 2 in the accessory kit breakdown).

To install, first locate the two Philips head screws mounted closest to the conveyor operating panel. Remove both screws and set them aside to be used in the next step.



Step 2 – Mount the conveyor body guard rail to the frontside of the conveyor body using the two screws removed in the prior step.

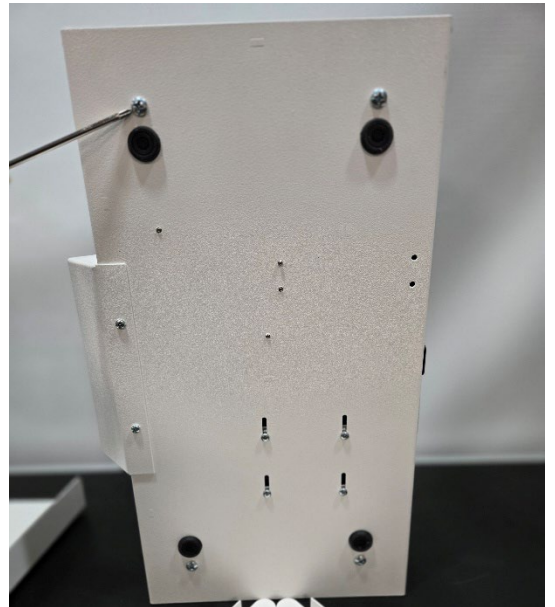
Once guard rail has been mounted, continue to Step 3.





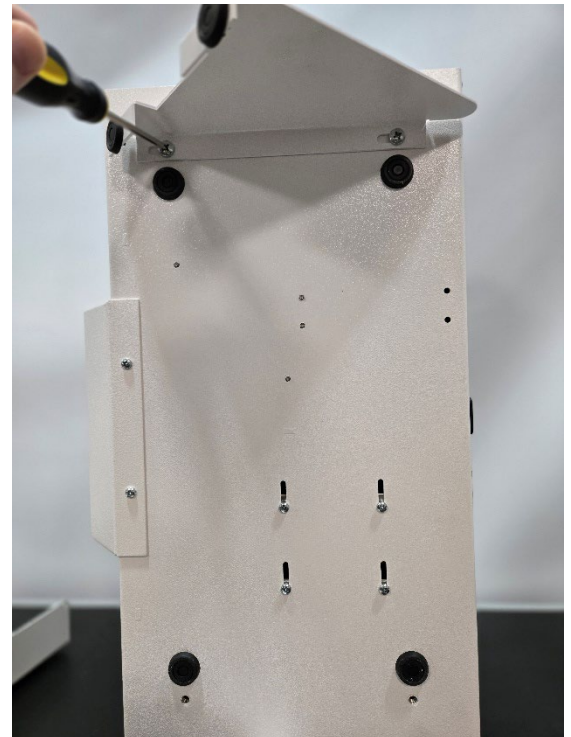
Step 3 – Begin by standing the conveyor body up so bottom can be seen. Locate the four screws located closest to the rubber feet.

Remove all four screws from the body and set them to the side for use in Step 4.



Step 4 – Utilizing the screws from the prior step, begin mounting the triangle brackets to the bottom side of the conveyor. Please note – rubber feet of the triangle brackets should be closest to the control panel side of the conveyor body.

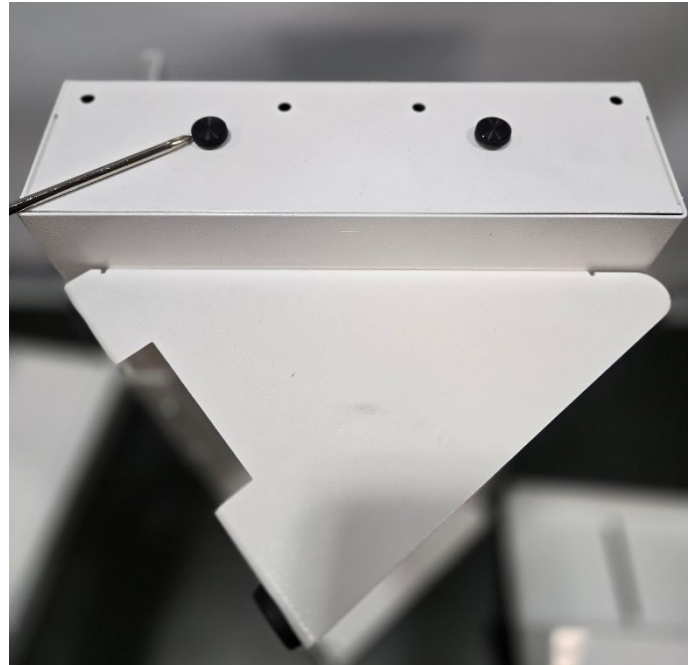
Once first bracket has been mounted, continue on with mounting the second triangle bracket. Once both brackets are mounted, leave conveyor standing in the upright position and continue to Step 5.





Step 5 – Next is to mount the envelope stacker plate to the end of the conveyor.

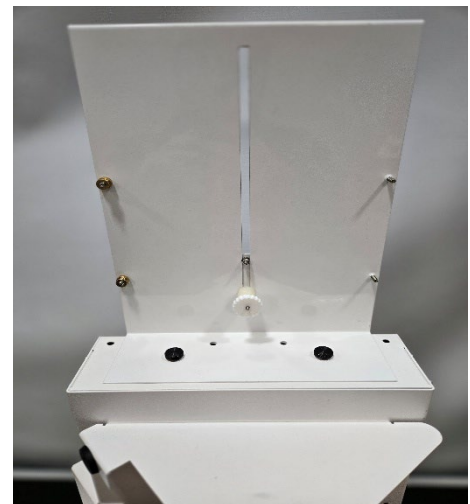
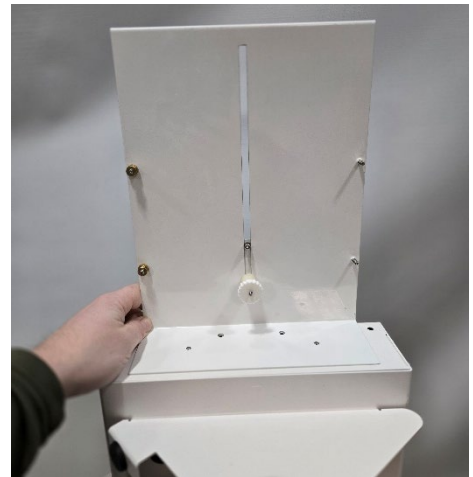
With the conveyor still in the upright position, locate both finger tightened screws and remove them from the conveyor body. Once done, set aside and locate the stacker tray (item 2 in the accessory kit breakdown).



Step 6 – Place the stacker tray onto the conveyor body, lining up the mount holes on the stacker, with the mount holes on the conveyor from where the finger screws were just removed.

Once lined up. Utilize the screws from the prior step to affix the stacker tray to the conveyor body.

Continue to Step 7.

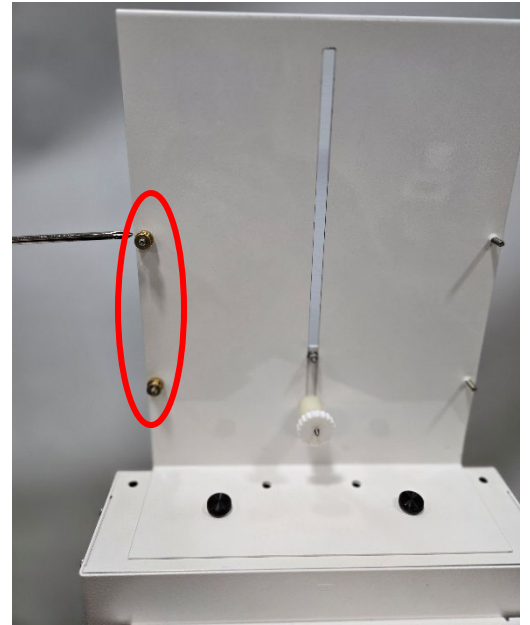




Step 7 - Prior to returning the conveyor to upright position. Remove the two brass fasteners from the bottom of the envelope stacker.

Once removed, set them aside for Step 8, and return the conveyor to the normal upright position so that it is standing on the triangle brackets.

Locate the stacker guard rail (item 4 in the accessory kit breakdown). Once located move to step 8.



Step 8 – Begin mounting the stacker guard rail by holding it up to the conveyor body, while ensuring the bottom lip of the guard rail is positioned under the envelope stacker.

Note: There are two holes on the bottom lip of the rail. These holes line up with screw threads on the bottom side of the envelope stacker.

Once the threads are through the through the guard rail, secure with the brass finger tightening screws nuts removed in the prior step.





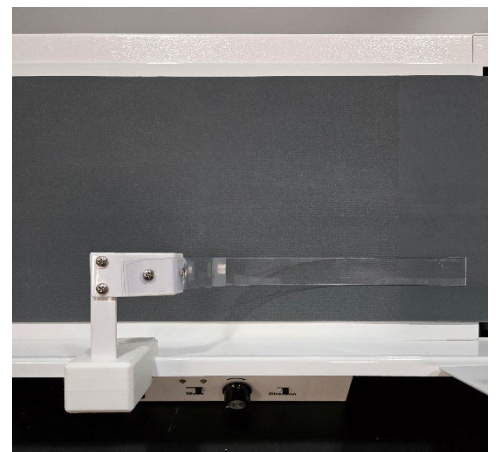
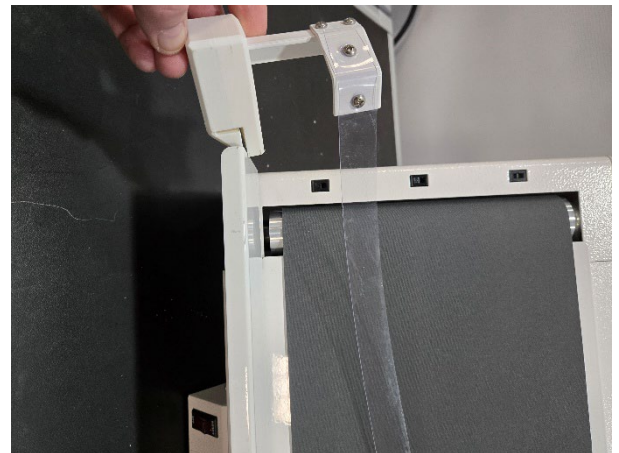
Lastly, ensure the stacker guard rail and the conveyor body guard rail are connected. The stacker guard rail has a small cut out that the conveyor body guard rail will slide into.

This may happen naturally when completing the prior step. If not, gently shift it so the tracks align.



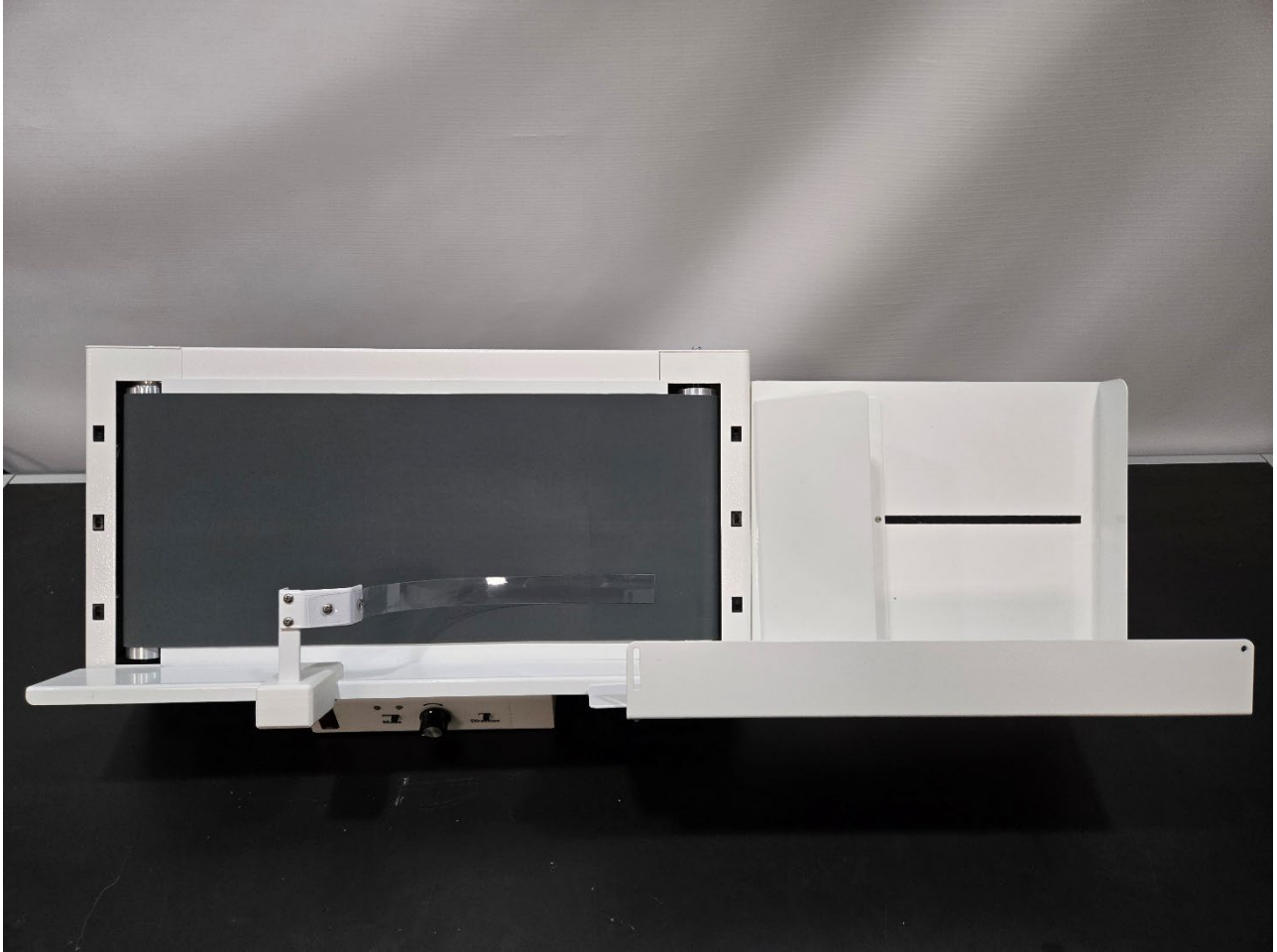
Step 9 – Last and final step is to mount the mylar slapper. Slide the mylar slapper onto the conveyor body guard rail using the cut outs on the slapper body.

Once mounted, slide the slapper down the rail until its roughly in line with the conveyor control panel. Slapper can be adjusted at any point during mail processing.





Setup should look like the below and is now complete:

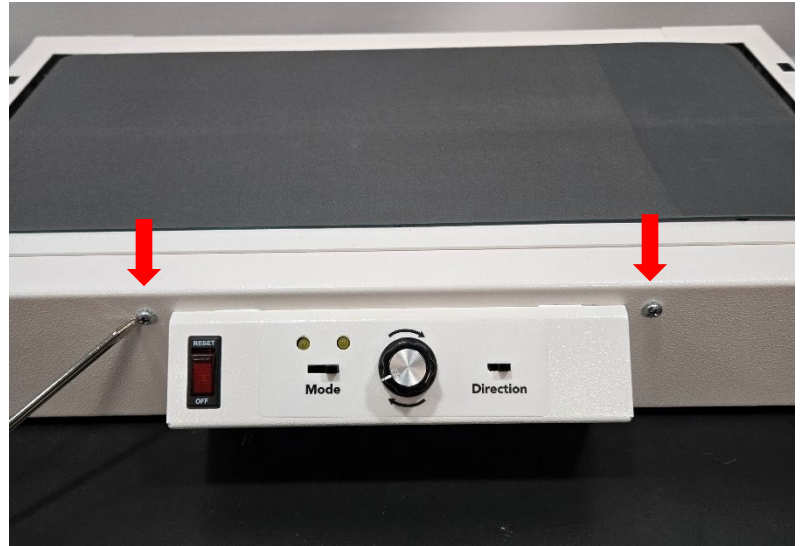




PostBase Fusion & PostBase Pro Installation:

Step 1 - Begin by installing the conveyor body guard rail (item 2 in the accessory kit breakdown).

To install, first locate the two Philips head screws mounted closest to the conveyor operating panel. Remove both screws and set them aside to be used in the next step.



Step 2 - Turn the conveyor so the backside is facing you. Utilizing the two screws removed in the previous step, mount the conveyor body guard rail to the conveyor body.

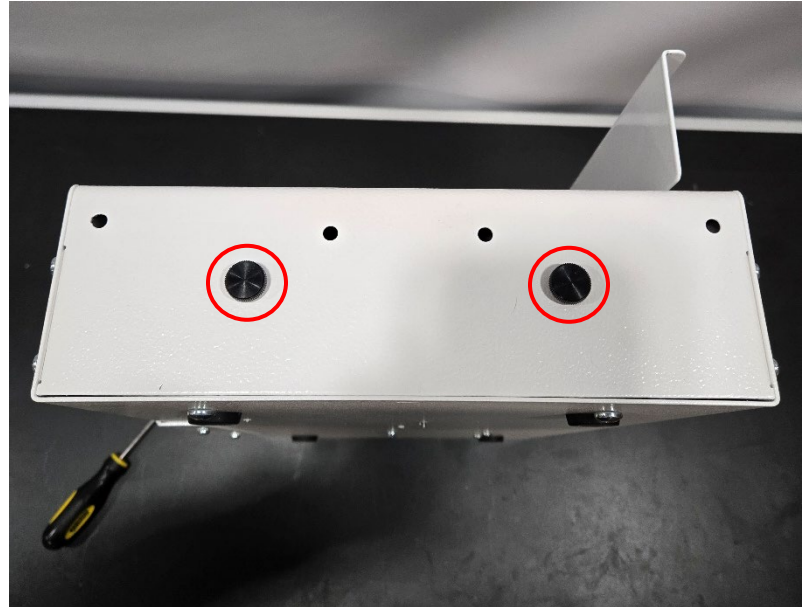
Once the guard rail is mounted, stand the conveyor up on the left-hand short edge, and move to Step 3.





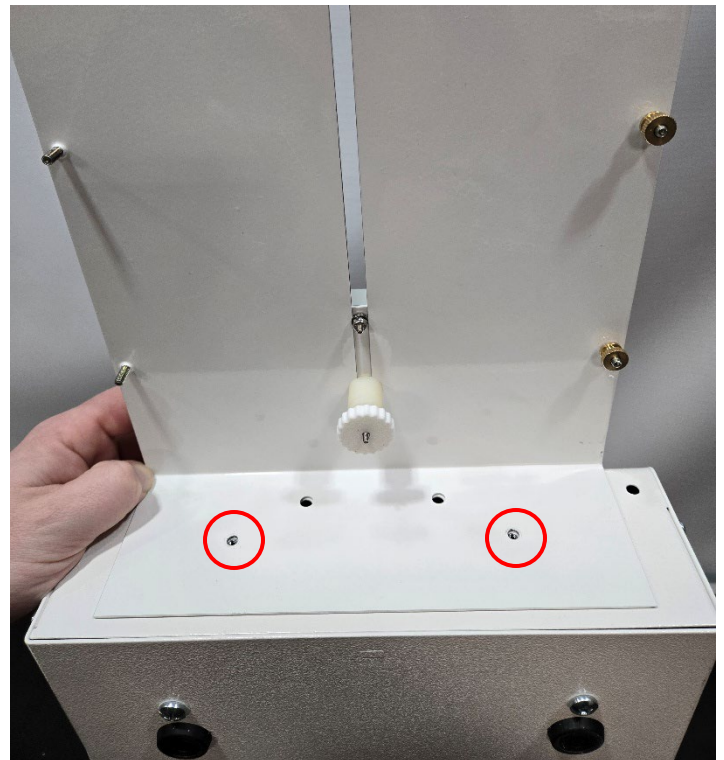
Step 3 – With the conveyor standing upright on the short edge. Locate the two, finger tightened, black screws and remove them.

Once removed, set them aside and locate the stacker tray (item 2 in the accessory kit breakdown).



Step 4 – Place the stacker tray on top of the conveyor, lining up the two mount holes shown in the right-hand image.

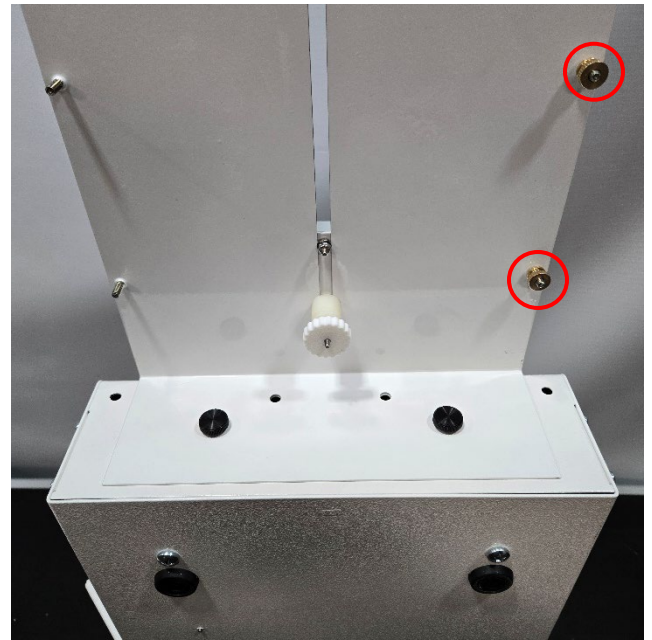
Once aligned, utilize the black finger tighten screws from the prior step and affix the stacker tray to the conveyor body.





Step 5 – Locate the two brass finger tightened nuts and remove them. Once removed, set aside to be utilized in a future step.

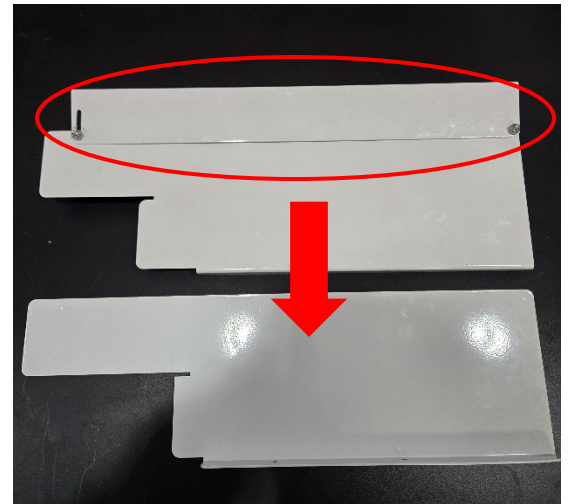
The conveyor can now be returned to its normal flat position with the rubber feet on the table and the belt facing upwards. Continue to Step 6.



Step 6 – Locate the two pieces that look identical to one another (item 4 & 5 in the Accessory Kit Breakdown). Prior to installing the stacker guard rail, the envelope guard (circled in red) must be swapped.

Each stacker guard rail contains threads for the two nuts that affix the envelope guard to the stacker guard rail. In the reference image, threads can only be seen on one stacker guard rail. To expose the thread for the second, turn the piece over. The bend at the bottom of the guard will also be different between the two guard rails.

Remove the circled item, and affix it to the other stacker guard rail. Once completed move to Step 7.





Step 7 – Begin to mount the stacker guard rail built in the previous step to the stacker place currently on the conveyor.

The bottom lip of the stacker guard should go below the stacker tray, the two holes will align with threads mounted to the bottom. For better reference, see image from Step 5.



Step 8 – When mounting the stacker guard rail from step 7, ensure that the stacker guard rail notches in to the conveyor body guard rail, as shown in the corresponding image.

This can be done while also lining up the mount holes to the threads shown in the step above.



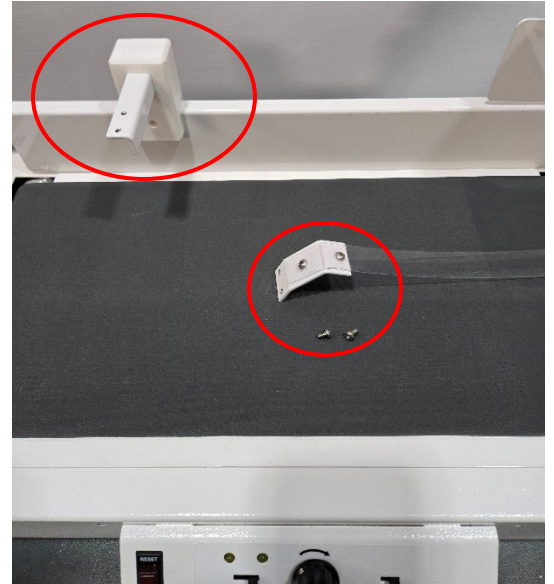
Step 9 – Lastly, secure the stacker guard rail using the brass finger tightened nuts that were removed during Step 5.

Once secure, move to step 10.

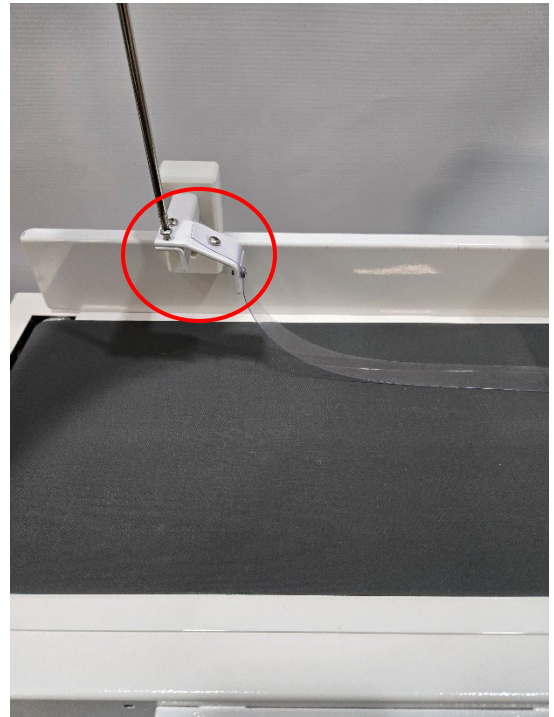




Step 10 – Locate the mylar slapper attachment (item 8 in the Accessory Kit Breakdown). Prior to installing, first remove the two top screws that attach the mylar to the assembly. Once complete, slide the assembly onto the conveyor body guard rail.

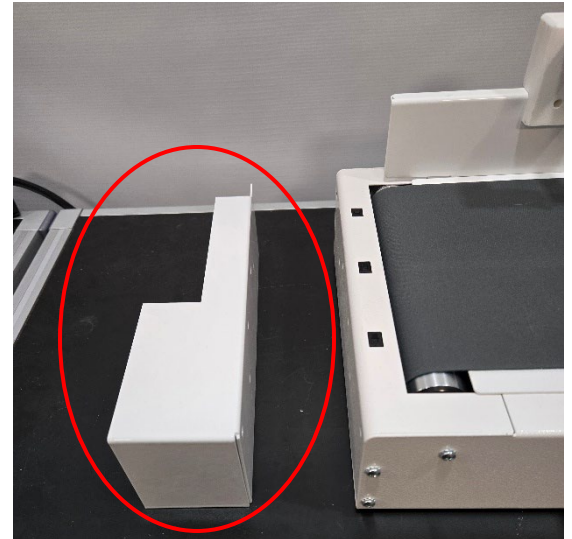


Step 11 – Re-affix the mylar strip to the assembly using the screws removed in the previous step. Mylar strip should face towards the back of the conveyor, as shown in the corresponding image.

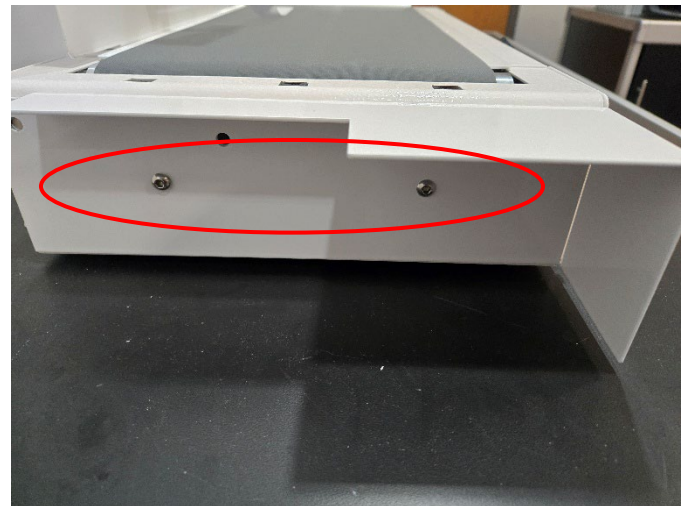




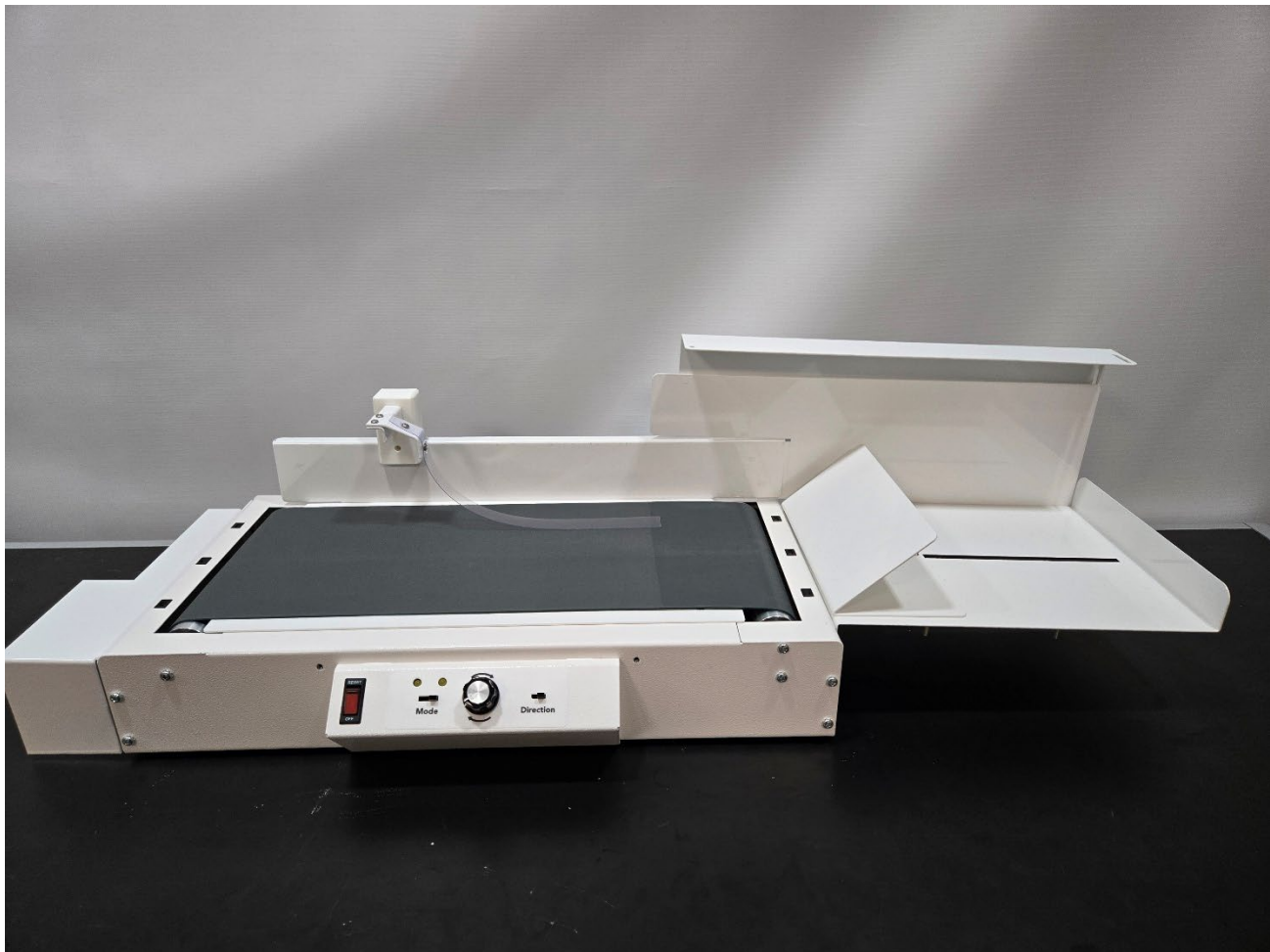
Step 12 – Locate the extended front feed deck (item 7 in the Accessory Kit Breakdown). This extended feed deck will mount to the front of the conveyor via the two 3mm Allen/Hex screws included.

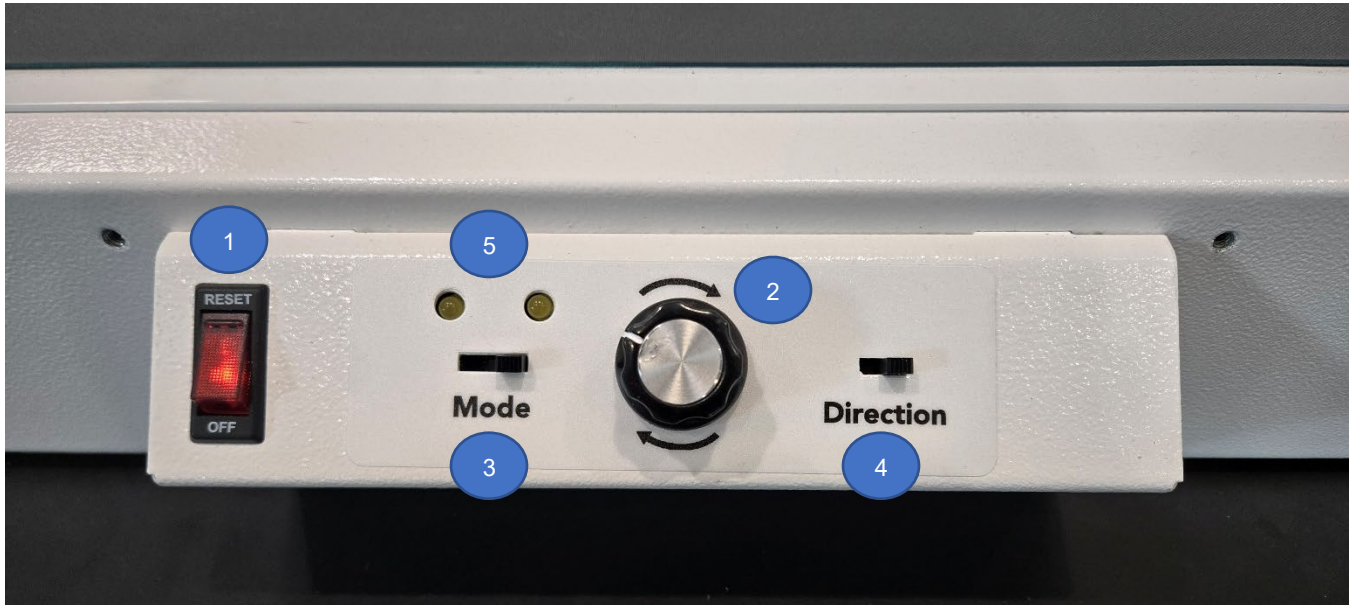


Step 13 – Mount the extended feed deck to the front of the conveyor using the two 3mm Allen/Hex screws as shown in the corresponding image.



Setup should look like the below and is now complete:





Control Panel Overview

1. **Power Switch**
2. **Speed control** – recommended default setting is with white indicator on speed dial pointing towards the indicator lights, or pointed at the beginning of the arrow above the speed dial.
3. **Mode Switch** - Pulse sensing or continuous run. Switch right for pulse, and left for continuous run. Pulse sensing recommended for most mail operations.
4. **Direction switch** – This switch should always be positioned to the right for both setup styles.
5. **Indicator lights** – Lights that will activate when the sensors are triggered and the belt runs. Right indicator light is active when in pulse sensing mode, left indicator light is active when in continuous run.