



# MS3000 & MS4000 Operating Manual

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## Introduction

Many thanks for purchasing the all new MS3000 or MS4000. This machine should give you many years of trouble free folding and sealing. This operating manual gives an overview of the sealers features, setting up etc. If you have a maintenance contract and you are unable to rectify any problem with the sealer please contact ESP using the details on the back of this manual.

## Safety Precautions

- As with all electronic equipment - Never operate if wet.
- Only operate the machine with doors closed and trays in place.
- Ensure that hair, clothing and any jewellery is kept clear of the machine.
- Never put hands/finger near the infeed / outfeed areas when the sealer is in operation.

## Power requirements

The sealer runs on 210 / 220 volts and 50Hz AC. There is also a transformer for the electronics which are 9volts DC.

The sealer power socket has 2 (one spare) 3amp fuses and if these need replacing please ensure that only 3amp fuses are used.

## Installation of Input Tray

There are 2 types of input tray, either Auto Feed or Manual / In-Line Feed. Both of these trays slide into the clips on the side of the sealer. Please ensure that the tray is fully in before use. To remove the input tray you need to press down slightly on the thumb tabs and pull the tray out.



## Installation of Output Tray

The Output / collection tray fits into the two slots on the back of the sealer



## Installation of Fold Plates

There are 2 fold plates, either upper or lower. These can be removed or replaced by opening either the upper or lower access panels. To remove the fold plates you need to slightly lift them up to unlock and then pull them out. To replace just put them in the slide and push them in until they lock into place.



## Operating

You need to plug the lead into the sealer and press the power switch, this will make the light go on and the LCD display powers up.

Now you will need to set the mode to the type of input tray you are using.

- Single - In-Line / Manual tray
- Multi - Autofeed tray



## Autofeed Tray

It is always recommended to test one sheet of paper before every use, this is to check that you are putting the paper in the correct way round and to ensure that the fold plates are in correctly. (If you use a test sheet please check that the batch counter is reset so that the correct amount of forms are counted).

Underneath the tray there are two locking nuts, these can be moved up to the top setting to make loading the paper easier. Please ensure that they are positioned at the lower setting before you commence sealing.

The paper can now be inserted either face up or down but you must have the glue lines furthest away from the sealer otherwise the forms will be folded incorrectly. When filling the tray please fan the paper first and never place more than 120 in at a time.

Check that the LCD display shows 'Multi' (if not press the mode button), the batch count reads 0 then press start. The sealer will then run until all the forms in the tray are finished and will stop automatically.

You can now refill the paper tray and press start again, continue doing this until you have finished all your sealing. You can then check that with the batch counter that you have sealed all the forms that you thought you should have. After you have finished please remember to switch the sealer off at the power socket.

The collection tray can take up to 120 folded forms so please ensure that this is emptied before it overflows.

## Electronics

Both the MS3000 and MS4000 have the same electronics. There are buttons for Start/ /Stop, Reverse, Mode and Counter.

The Start / Stop is used for both modes, Auto and Manual / In-line.

For the Auto-Feed tray you need to set the mode to 'Auto', load the paper and press Start.

When the paper tray is empty the sealer automatically stops. You can then re-load the tray and press start again.

To re-set the batch counter you press both 'counter' then 'reset' whilst still pressing 'counter'.

By just pressing 'Counter' you can see the total count for the sealer.

The reverse button is for removing a jam from the machine. You can remove the Input tray and still press reverse. Please make sure that fingers, clothing etc. are kept well away from the in-feed and output areas when you are doing this.

The Error on the panel is for the following, a jam, if one of the fold plate access panels is open, or if the input tray is not attached. The sealer will not work in normal mode if this is the case.

To reset the error message you need to press 'Start / Stop'.

If you have a jam, you can either Reverse the machine or open one of the access panels remove the fold plate and pull the paper out. See 'Installation of Fold Plates' on page 2.



## Fault Finder

Machine will not power up	-	Ensure it is plugged in and the red switch is pressed.
Machine still won't power up	-	Check Fuse.
Machine still won't power up	-	Call engineer
Error message on LCD	-	Check all access panels are closed, check Input tray is in securely.
Error message still there	-	Remove paper jam and press Start / Stop
Machine will not start	-	Check mode is set to 'Auto'
Jam in use	-	See page 4
Any other fault	-	Call engineer.

## Specifications

Weight	-	15kg
Dimensions	-	175mm (D), 330mm (H), 380mm (W)
Mains Power	-	220 volts 50Hz
Fuse	-	3 amp
Operating environment	-	10 - 45 degrees C 5% - 50% Humidity
Input Capacity	-	120 Forms
Output Capacity	-	120 Forms
Processing Speed	-	2,700 (MS3000) 3,700 (MS4000)
Form weights	-	80gsm - 120gsm





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