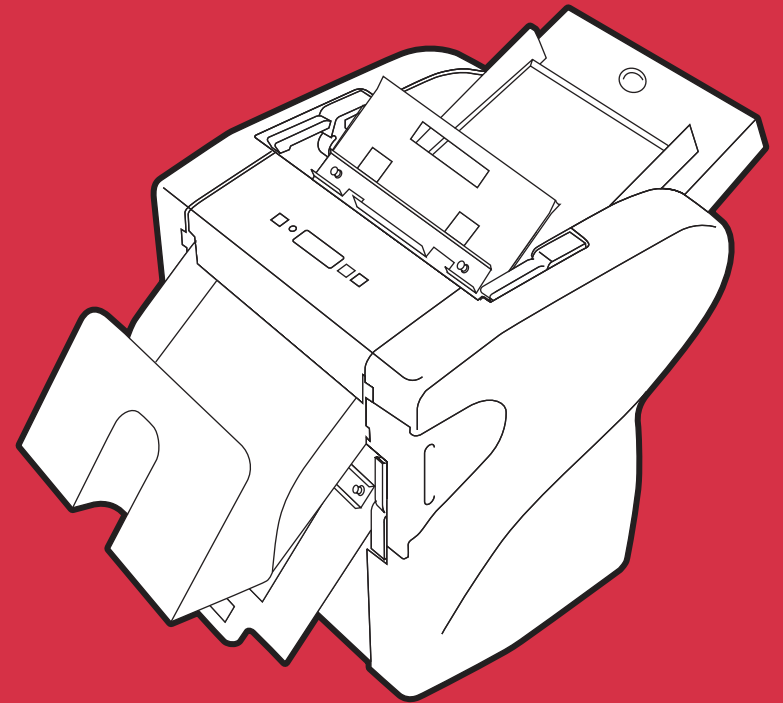


# Print To Mail 2

## User Guide



# Print ToMail 2

## User Guide

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### Specifications

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Dimensions:	
Height (with Upper Fold Chute installed)	18.5"
Width	16.25"
Depth (with Exit Tray installed)	28"
Weight	60 lbs.
Paper Size	8.5" x 11" & 8.5" x 14"
Paper Lift Tray Capacity	Up to 250 sheets, varies with document weight; up to 28 lb. paper
Fold Types	
C, Eccentric C, Z, Eccentric Z, V	
Fixed Speed	
3000 sheets per hour (11" length)	
Rated Duty Cycle	
30,000 per month	
Required Power	
110 V., 60 Hz., 15 Amp service	
In-line Fuse	
2 Amp	

### Regulatory Information

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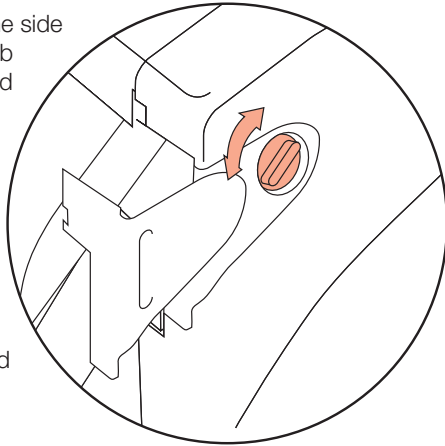
Regulatory Agency Compliance	UL, CUL, FCC Class B
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### Service and Support

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Please contact your local sales representative for current service and support information, or call PTM Document Systems: (866) 667-2861

1. Press Stop button.
2. Remove Fold Chutes, and Exit Tray if necessary. Clear any paper jammed in the Fold Chutes.
3. Pull open the Slide Access Door on the side cover, and turn the Jam-Clearing Knob clockwise or counter clockwise to feed out any document(s) stuck in the rollers of the machine. Slide back and close Access Door.
4. Check Fold Chute settings for the documents and check the stack of documents in the Paper Lift Tray to make sure they are feeding straight.
5. Replace Fold Chutes and Exit Tray and press Start button to continue.



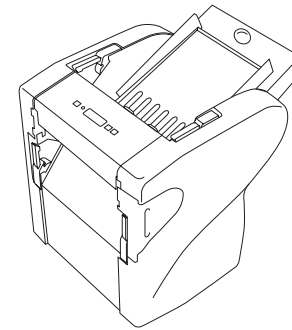
## Maintenance

1. Place the power ON/OFF switch in OFF (down) position and remove power cord.
2. Clean exterior of PTM 2 when necessary with damp cloth.
3. Clean the Fold Chutes, Exit Tray, Paper Lift Tray, and folding/sealing rollers above the Exit Tray by following these instructions:
  - a) Remove the Exit Tray & Fold Chutes and dust them to remove any paper dust build-up. Dust Paper Lift Tray as needed.
  - b) Clean the steel folding/sealing rollers by opening the Slide Access Door and turning the Jam-Clearing Knob counter-clockwise while wiping the rollers with a lint-free cloth.

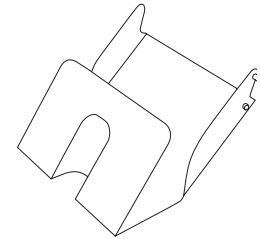
Turning the Knob *clockwise* while cleaning the rollers with a cloth **should not be done**.

4. Clean rubber feed roller in Paper Lift Tray with a lint-free dampened cloth.

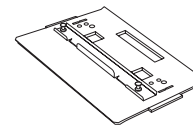
### Package Contents



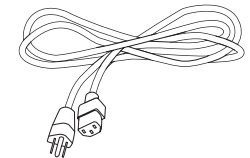
PTM 2  
Main Unit



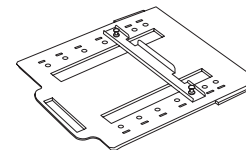
Exit Tray



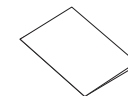
Upper Fold Chute/  
Diverter (Settings 1-5)



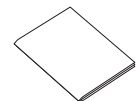
Power Cord



Lower Fold Chute  
(Settings A-H)

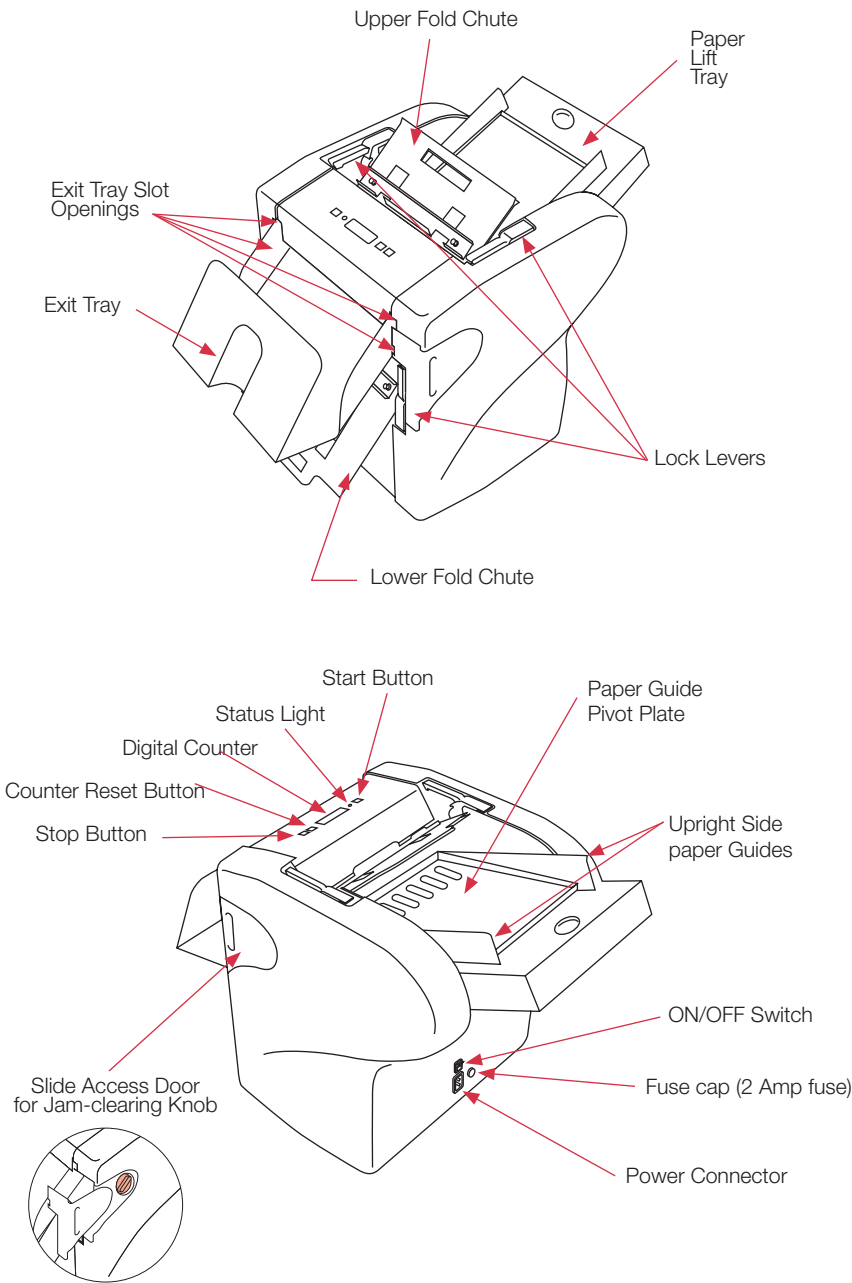


Quick Setup  
Card



User Guide

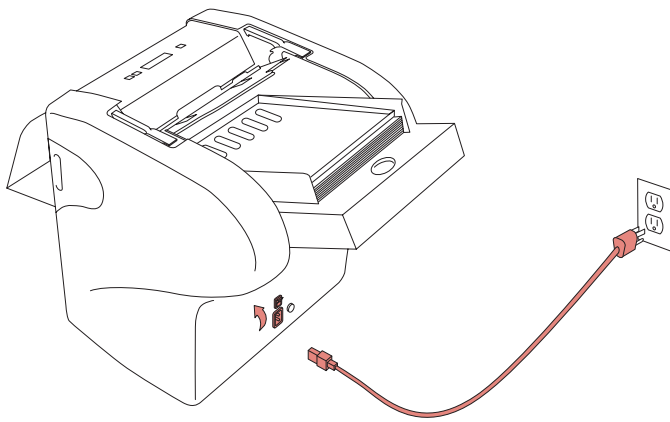
Identifying Parts



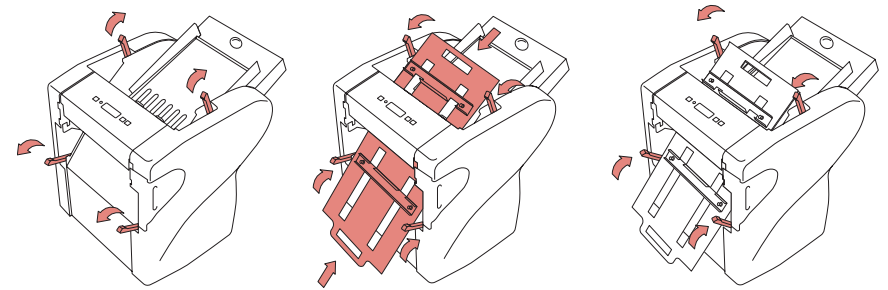
Problem	Cause	Solution
Document does not fold correctly.	Fold Chute settings are incorrect.	Check Fold Chute Settings Matrix for correct setting for this document.
	Documents placed incorrectly in Paper Lift Tray.	Change orientation of documents in Paper Lift Tray.
Document does not seal correctly. nance in next chapter.	Check Causes and Solutions above.	Rollers may need to be cleaned; see Maintenance in next chapter.
	Old or out of date adhesive on documents	Check documents for adhesion and replace as necessary.
No Power to Machine	Power cord not plugged into wall outlet or not securely plugged into machine.	Check power cord at both ends to make sure it is plugged into outlet and machine securely.
	Power switch in OFF position	Place power switch in ON (up) position.
	Fuse blown	Replace fuse, 2 Amp, under fuse cap (near Power Switch).
Motors do not run when Start is pressed and digital counter is on	Exit Tray not seated properly and/or Slide Access Door not closed.	Make sure Exit Tray pegs are fully down in their slots, and Access Door is slid back to closed position.
Machine stops in mid-run of folding documents, Status Light is on.	Exit Tray is full	Remove folded documents from Exit Tray, press Start button and folding will continue.
	Document has jammed in machine and/or Fold Chute	Follow jam-clearing instructions in next section.
Documents misfeeding in Paper Lift Tray	Documents sticking together	Remove stack of documents, fan the stack at both ends, replace stack properly in Paper Lift Tray.
	Document stack is too large for Paper Lift Tray	Remove a quantity of documents from stack, make sure remaining stack is neat and under roller.
	Uneven document stack in Paper Lift Tray.	Remove stack of documents, tap sides of stack to make it straight & even, replace stack properly in Paper Lift Tray.
	Bent corners on documents at leading edge.	Remove stack and flatten corners of documents and straighten stack. Replace stack properly in Paper Lift Tray.
	Top document leading edge not under feeding roller.	Gently press stack of documents down on Paper Lift Tray so leading edge of top document is properly under feeding roller.
	Upright side paper guides on Paper Lift Tray set too narrow for stack of documents.	Adjust the guides using 5/32" hex key to loosen cap screws. Slide guides so they just touch sides of stack. Gently tighten cap screws.

## Start Folding

1. After plugging the main unit's power cord into the nearest wall outlet, turn on the power by placing the ON/OFF rocker switch, located on the back of the machine, in the up position.
2. Both Chutes and the Exit Tray must be in place for the unit to operate.
3. Start the folding process by pressing the green Start button on the top panel.
4. Stop the machine at any time by pressing the red Stop button on the top panel. When the stack of documents has been folded, sealed and discharged into the exit tray, the unit will shut off by itself.
5. To reset the Digital Counter, press the white Reset button on the top panel and hold for one second. Turning off the machine with the rocker switch on the back will also reset the counter.



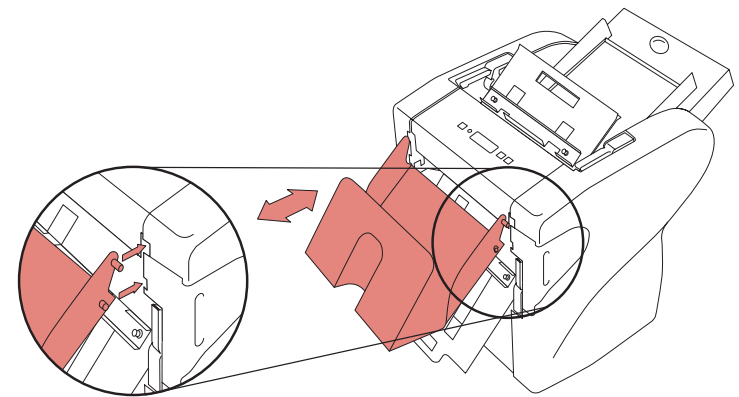
## Installing Fold Chutes



*Note: The PTM2 has been pre-set for 8.5"x11" Z-fold documents.*

1. Lift Upper Fold Chute lock levers.
2. With the installation instructions side facing up, place the Upper Fold Chute in its slot, with the white chute sides going into frame slots. *NOTE: The handle end of this chute, or Diverter, should be inserted into the unit for V-Fold type documents only.* Press down lock levers.
3. Pull out Lower Fold Chute lock levers.
4. With the installation instructions side facing up and the handle end down, place the Lower Fold Chute in its slot, white chute sides going up into frame slots. Hold Fold Chute in place with handle, and press up lock levers.

## Installing Exit Tray



Align Exit Tray pegs with openings in unit above the Lower Fold Chute. Insert Exit Tray pegs into slot openings, then lower the tray so that the pegs are set down in the slots and in place.

*NOTE: The Upper set of pegs go in top wider openings.*

Adjusting Fold Chutes

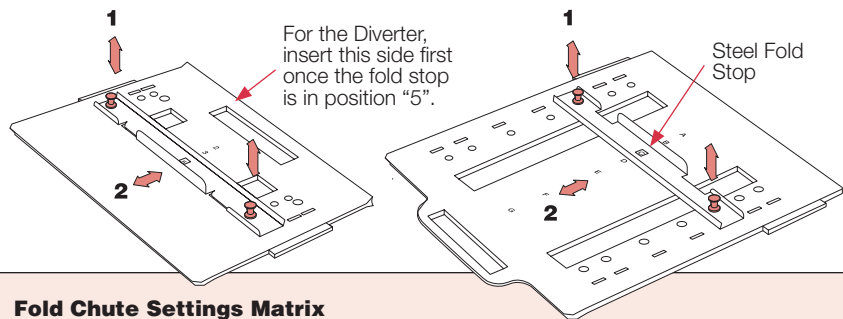
1. Set Upper and Lower Fold Chutes for the appropriate forms used using the Fold Chute Settings Matrix below.

To re-adjust the Fold Chute settings, remove the Upper and Lower Chutes from the PTM2. Gently pull out the black pegs on the steel fold stop on one of the chutes (the pegs do not come completely out of the fold stop), lift the fold stop up and place it so the correct setting will show in the window of the fold stop.

1. On the Upper Chute, settings 1 and 4 are on the opposite side of the chute from settings 2, 3, and 5.
2. For the 8.5 x 11, V-fold documents only, use Upper Chute setting 5 and insert the Diverter, or handle end, of the Upper Chute. Using setting 5 allows the Diverter end to fit properly in the slots.
3. On the Lower Chute, setting H is on the opposite side of the chute from settings A through G.

Fit the fold stop into the slots for the correct setting, with the setting showing in the fold stop window, and press down on the black pegs to lock the fold stop in place. **With the installation instructions side facing up**, replace the chutes into the unit.

*Note: The PTM 2 has been pre-set for 8.5"x11" Z-fold documents.*



**Fold Chute Settings Matrix**

Paper Size	Fold Type	Upper Chute Setting	Lower Chute Setting	Document Orientation – Loading Printed Documents in Paper Tray*
8.5 X 11	Z-fold	5	B	Tear instructions face-down, at leading edge away from feeding roller
8.5 X 11	C-fold	5	E	Security panel face-up, at leading edge toward feeding roller
8.5 X 11	V-fold	Diverter**	D	Tear instructions face-up, at leading edge toward feeding roller
8.5 X 11	Ecc-Z-fold	4	A	Printed side face-up, short perforated panel at leading edge to roller
8.5 X 14	Z-fold	3	C	Tear instructions face-down, at leading edge away from feeding roller
8.5 X 14	C-fold	3	F	Security panel face-up, at leading edge toward feeding roller
8.5 X 14	Ecc-Z-fold	2	B	Printed side face-up, short perforated panel at leading edge to roller
8.5 X 14	Ecc-C-fold	1	H	Tear instructions face-up and AWAY FROM LEADING EDGE
8.5 X 14	Ecc-C-fold	2	G***	Tear instructions face-up and AWAY FROM LEADING EDGE

\* These orientations may vary by form manufacturer.  
\*\* This is the handle end of the Upper Chute.  
\*\*\* Check with form manufacturer.

Loading Documents

1. Please refer to the Fold Chute Settings Matrix on page 5 to place the different size/fold documents in the Paper Lift Tray in the correct orientation. Documents to be folded should be neatly stacked, with edges as even as possible.
2. Lift up Paper Guide Pivot Plate (1) and place stack of printed documents into Paper Lift Tray
3. Gently press the stack of documents down (2) by hand on the Paper Lift Tray so that the top leading edge of the stack is just underneath the roller (3). Release the Paper Guide Pivot Plate to rest on top of the documents to keep them flat and straight.

The Upright Side Paper Guides on the Paper Lift Tray may have to be adjusted for slight variations in document widths. To adjust these, loosen the cap screws on the paper guide sides with a 5/32" hex key just enough so they can be moved in or out horizontally. The guides should be just touching the sides of the stack of documents.

Gently tighten the cap screws to hold the Guides in place.

