Twin Sheet Feeder User Manual

WANG OFFICE SYSTEMS

WANG

Twin Sheet Feeder User Manual

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How To Use This Manual

This manual describes the characteristics and operation of the Wang Twin Sheet Feeder, designed for Wang Word Processor Systems, Office Information Systems and their corresponding printers.

This manual is divided into three sections covering all the operational features of the Twin Sheet Feeder. Chapter 1 contains a brief explanation of the feeder, Chapter 2 describes the individual sections of the feeder and their functions, and Chapter 3 demonstrates the installation and maintenance procedures.

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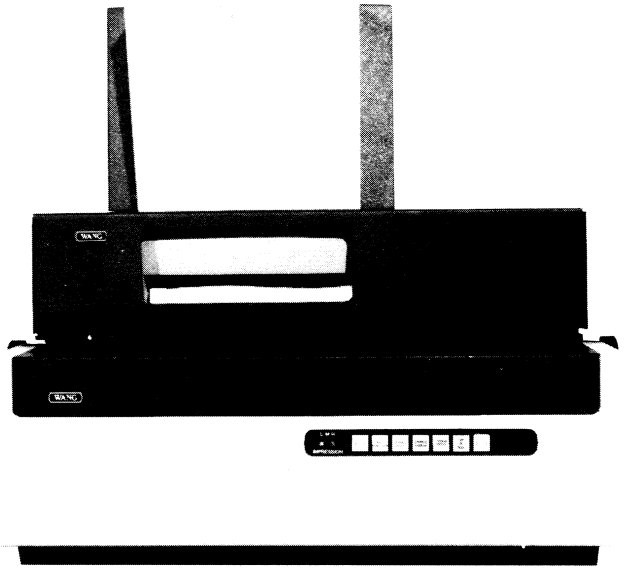
CHAPTER 1 INTRODUCTION

The Twin Sheet Feeder is an electronically controlled device designed to be used with Wang Daisy Printers. The purpose of the feeder is to automatically and continuously feed single sheets of paper into the printer as they are needed.

The Twin Sheet Feeder was designed for easy installation and use. Up to two hundred sheets of paper are placed in each of two easy-to-load feed bins. As each document is printed, paper automatically feeds into the platen as needed, and is automatically adjusted for the correct top margin. When the printing of that page is complete, or when the bottom margin is reached, the paper is automatically ejected and stacked in sequential order. An operator is only needed to load the Twin Sheet Feeder each morning, refill the paper bins when it becomes necessary, and remove printed documents when the stacker becomes full.



CHAPTER 2 OPERATIONAL FEATURES

2.1 PAPER FEED BINS

The two Paper Feed Bins hold the paper and feed it into the printer one sheet at a time, as it is needed. These bins can be loaded with the same or different paper, provided both stacks are the same length. When the document starts to print, the Document Summary prints on paper from the rear bin, page one prints on paper from the front bin, and the remaining pages print on paper from the rear bin.

This means that a document can be automatically printed on all letterhead paper (both bins letterhead), on all bond paper (both bins bond), or with page one on letterhead paper and the remaining pages on bond paper (front bin letterhead, rear bin bond).

2.2 LOADING LEVER

This lever is used to open and close the Paper Feed Bins. Positioned at LOAD, the bins are open so that paper can be loaded. After the bins are full, position the Loading Lever at RUN to close the bins. Paper should be removed from the platen before the bins are loaded.

2.3 STACKER

The Stacker holds the printed pages as they are ejected from the printer. The finished document is automatically stacked in sequential order so that the operator is only needed to remove the document from the stacker.

2.4 HANDLES

The Handles, recessed on both sides of the Twin Sheet Feeder, have been designed for a dual purpose. While these handles are obviously for easier picking up and carrying, they also control the clamps that hold the feeder in place on the printer. When the handles are pulled up and forward, the clamps open. When the handles are released, the clamps close. This allows the

operator to pick up the feeder and place it on the printer with one movement. The same applies to removing the feeder from the printer: lifting it by the handles releases the clamps and the feeder can be easily moved.

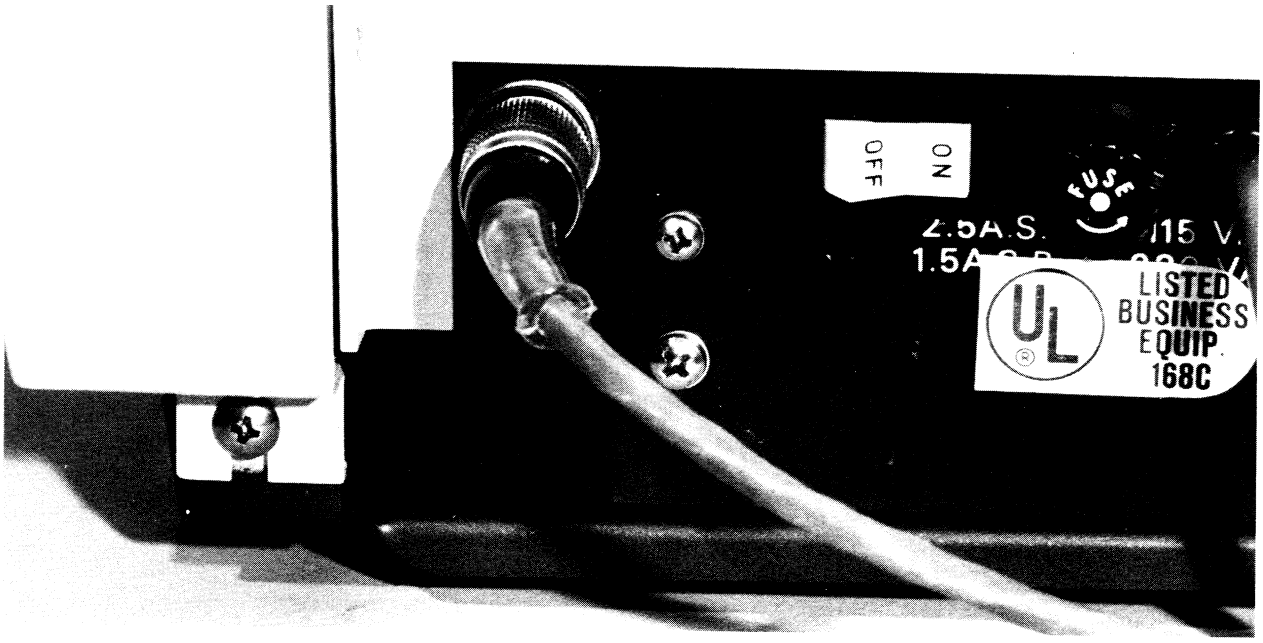
> NOTE:
>
> Be sure the electric cable that connects the feeder to the printer is disconnected before removing the feeder from the printer.
>
> When the Twin Sheet Feeder is not on the printer, it must be put on the specially designed stand to prevent it from being damaged.

2.5 SILENCER HOOD

The Silencer Hood has been designed to cut down on printer noise with the added advantage of a hinged door and an observation window. The hinged door provides easy access to the page presently in the platen. The observation window allows the user to observe the page being printed without having to lift the silencing cover.

2.6 CABLE

The electric cable, found on the back of the feeder, screws into the jack on the back of the printer. Since the feeder is electrically cabled to the printer, it is automatically turned on and off with the printer.



CHAPTER 3 INSTALLATION PROCEDURES

3.1 INSTALLATION

Installation of the Twin Sheet Feeder is accomplished by performing the easy steps listed below:

> NOTE:
>
> Be sure the printer has been properly adjusted by a Wang Service Representative before the Twin Sheet Feeder is installed.

1. Remove any paper from the platen before installing the Twin Sheet Feeder.

2. Remove the paper scale and pull the paper bail forward.

3. Holding both handles, lift the feeder and lower it onto the printer. The clamp automatically closes when the handles are released.

4. Attach the electric cable to the back of the printer and turn the printer on.

5. Position the Loading Lever in the LOAD position.

6. Fill both paper bins with the appropriate size paper (see Section 3.2 Paper Requirements). It is recommended that the paper be fanned before loading and that it be loaded loosely.

7. Position the Loading Lever at RUN.

The feeder is now ready to accommodate the next document queued to the printer.

3.2 PAPER REQUIREMENTS

The following paper requirements must be followed in order for the Twin Sheet Feeder to be utilized effectively.

1. Paper should not contain more than 25% rag content.

2. Paper Weight: 16# (± 1.10#)
   20# (± 1.10#)
   24# (± 1.10#)

3. Paper Sizes: 8 1/2 x 11 in. (21.59 x 27.94 cm)
   8 1/2 x 14 in. (21.59 x 35.56 cm)

   8 x 10 1/2 in. (20.32 x 26.27 cm)
   8 x 13 in. (20.32 x 33.02 cm.)
   (U.S. government width)

3.3 DOs AND DON'Ts

Although there are not many operating instructions, there are some DOs and DON'Ts to be followed to keep the Twin Sheet Feeder running smoothly.

DO:

1. Remove old paper from the paper bins and restack it when adding new paper.

2. Keep the Loading Lever in the LOAD position when removing or inserting paper.

3. Keep the Loading Lever in the RUN position when the feeder is operating.

4. Make sure the right paper length is keyed in on the print menu. (66 for 8 1/2 x 11 and 84 for 8 1/2 x 14.)

5. Touch the Top of Page button on the printer to eject paper from the platen before inserting more paper into the paper bins.

6. Remove paper from the platen and paper trays each night. Humidity may cause the paper to curl.

7. Only use the size paper that has been specified for the model Twin Sheet Feeder being used (See Section 3.2).

DON'T:

1. Overload. Do not use any more than 200 sheets of paper per feeder tray.

2. Shut off power. In the event of a jam, deselect the printer. Shutting off the printer causes loss of documents from the print queue.

3. Use forms with a top margin of less than one inch.

4. Manually roll back sheets in platen.

5. Use Xerox-grade paper. Instead, use bond paper which does not have a rag content of any more than 25%, and is within the correct paper weight specifications.

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