

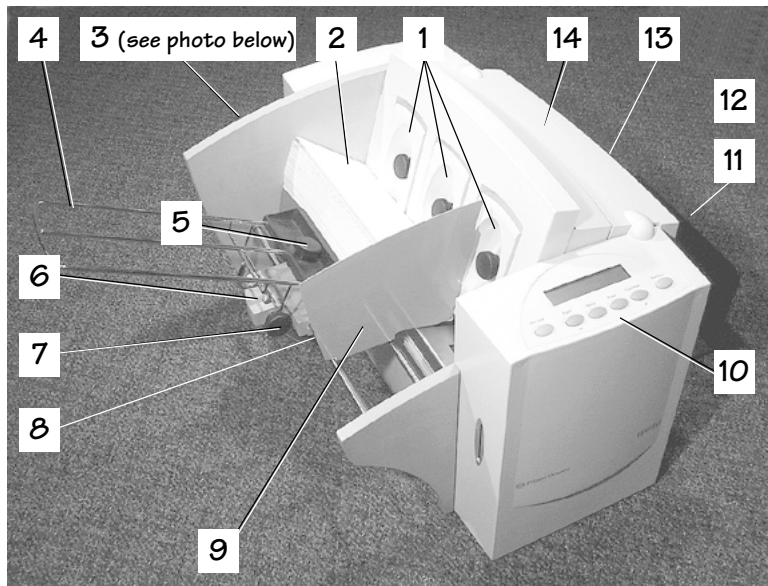
# Quick Setup Instructions

## for your W660/W680 Printer

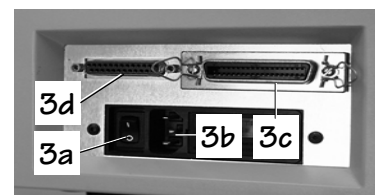
**NOTE:** The similarity of the W660 and W680 printers allows their features and operation to be documented together. The principle difference in these printers is that the W680 is a color printer that uses both a black and color ink cartridge. The W660 only uses a black ink cartridge. The photos and illustrations in this document are of the W680 printer, but representative of each printer.

### Key Machine Features

1. H-Block Separators
2. Input Area
3. Interface Panel
  - a. Power Switch
  - b. Power Cord
  - c. Parallel Connector
  - d. Serial Connector
4. Wire Frame Input Stacker
5. Feed Ramp and Lock Knob
6. Wireframe Slide
7. Wireframe Feed Angle Lock Knob
8. Wireframe Slide Lock Lever (Not Shown)
9. Feed Fence
10. Control Panel
11. Stacker Tray
12. Output Area
13. Exit Rollers (Not Shown)
14. Top Cover



Interface Panel




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### How to Set Your Printer Up

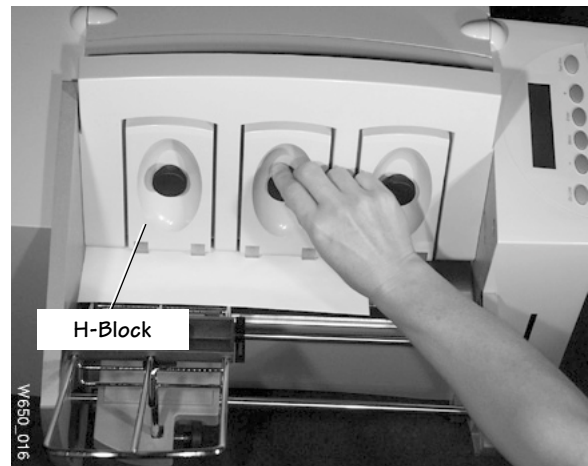
1. Set the H-Block Separators to the thickness of your material.
2. Center the wireframe input stacker under your material.
3. Set the feed angle of the wireframe to about 45 degrees for standard weight materials. Set it lower for heavier materials, higher for lighter materials.
4. Set the feed fence to the width of your material plus 1/16th inch.
5. Fan (aerate) your material. Load your material (envelope flaps down and trailing, bottom edge feeding first).
6. Set the feed ramp so it's about even with the top of the stack.
7. Adjust the media thickness lever to its mid position.
8. Adjust the exit rollers so they overlap the edges of your material by 1/4 inch.
9. Print a test piece. Readjust media thickness lever to get best print quality.

The following pages explain each step in a general way. Please see your W660/W680 Operator Guide for complete instructions.

# 1

## Set the Separator Gap

1. Loosen the lock knobs to unlock all three H-Blocks.
2. Lift the blocks to their highest position and lock in place.
3. Place a sample piece of material between the separator fingers (the lower section of the H-Blocks) and the feed roller.
4. Lower only the H-Blocks that come in direct contact with the material and let them touch the material.
5. Lock each H-Block in place.



# 2

## Center the Wireform under the Material

1. Place a sample piece of material in the feed area, against the rear wall.
2. Push down on the wireframe lock lever to free the wireframe slide.
3. Center the wireframe under your sample piece.
4. Pull up on the lock lever to secure the wireframe.



# 3

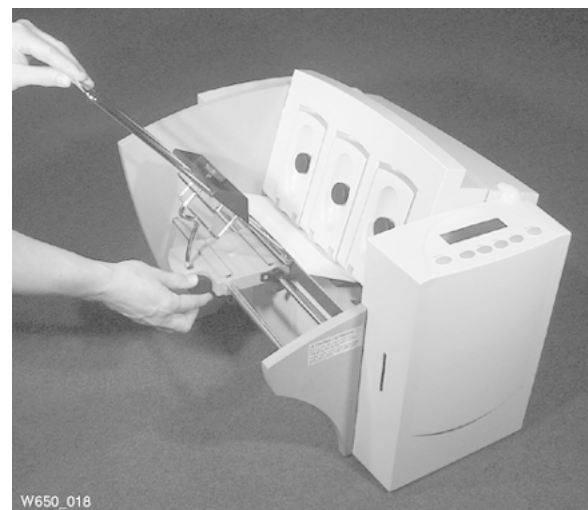
## Set the Feed Angle

The feed angle of the wireframe input stacker depends on the type of material you're running:

- Heavy Material—set to a low angle (down)
- Standard material—set to the center (45 degree angle)
- Light material—set to a high angle (up)

To make the adjustment:

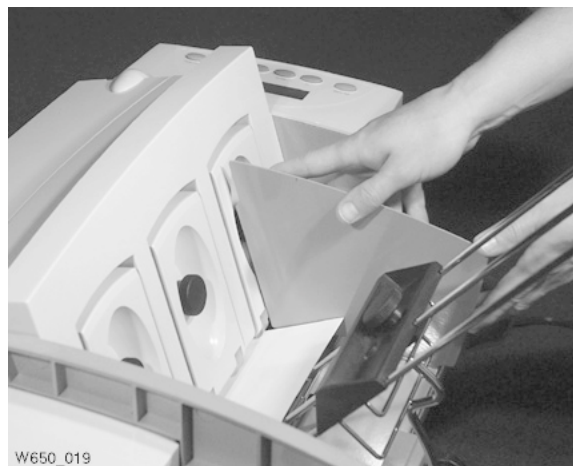
1. Loosen the lock knob on the wireframe slide.
2. Move the wireframe up or down as required.
3. Tighten the lock knob to secure the wireframe.



## 4 Position the Feed Fence

1. Place a sample piece of material in the input area.
2. Slide the fence until it almost touches the stack.
3. Check that there's about 1/16" clearance (the thickness of a dime) between the fence and the stack.

**NOTE:** Proper clearance is very important. If you push the fence tight against the stack, it could retard feeding and cause jams. If the clearance is too great, pieces could skew as they feed into the printer.



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## 5 Load Material

1. Make sure the input area is free of dust and other matter.
2. Take a stack of material and while holding it as shown, fan all sides of the material. This step helps keep misfeeds to a minimum.
3. Tamp the material on a flat surface, making sure that the stack is square.
4. Load envelopes with the side to be printed facing up. Flaps should be down with the flaps away from the feed roller (flaps trailing). Begin with just a few envelopes to start the stack and get the proper contour, then add several more pieces. Then add the remainder of the stack.



Fan



Tamp



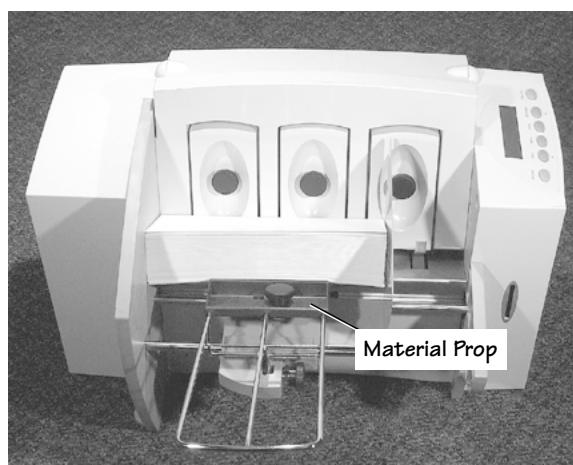
Load

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## 6 Adjust the Position of the Feed Ramp

With a stack of material loaded:

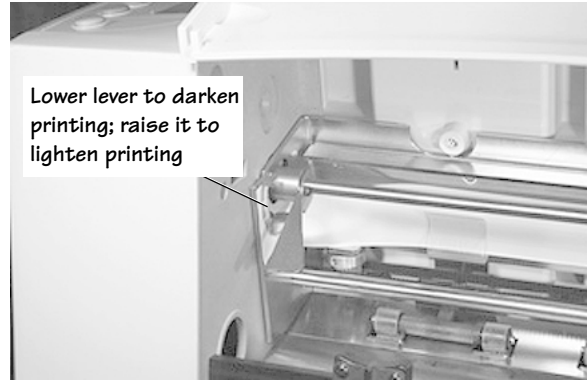
1. Loosen the lock knob that holds the feed ramp in position.
2. Lower the feed ramp until its top is even with the top of the stack.
3. Tighten the feed ramp lock knob to hold it in position.



# 7

## Adjust the Media Thickness Lever

1. Set the media thickness lever to its mid position.
2. You'll readjust the lever in step 9 to get the best print quality.



# 8

## Adjust the Exit Rollers

1. Adjust the exit rollers so they overlap the left and right edges of the material by 1/4". Slide the rollers from side to side to make the adjustment.
2. Make sure the rollers don't touch any printed area of the material. This can cause smudging and unwanted printing.



# 9

## Print a Test Piece

1. Make sure the material stack is loaded properly. (Or you can use a single test piece if you'd like to check that your setup adjustments are okay.)
2. Turn the printer ON. The On/Off switch is located on the interface panel at the rear of the machine.
3. Press the On Line button on the printer control panel until the LCD display reads OFF LINE.
4. Press the Test Env. button as shown. A single envelope will feed and a sample address should print.
5. Check the print quality. If the address is light, lower the media thickness lever (step 7); if dark and indistinct, raise the lever. Run another test piece to check print quality. If material jams into print head, raise the media thickness lever.



## Using the W660/W680 with Your Computer

You can design your envelope using the printer's menu commands, the W660/W680 print driver, or Pitney Bowes' Envelope Designer™, an easy-to-use program that helps you create professional-looking envelope layouts quickly.

With Envelope Designer, you can create and position a mailing address, return address, single-line message, barcode and graphics. Envelope Designer has an extensive online help system and a Wizard that guides you through the entire design process. Envelope Designer virtually eliminates the need for setting up your envelope manually, using either the print driver options or the printer's control panel menu options.

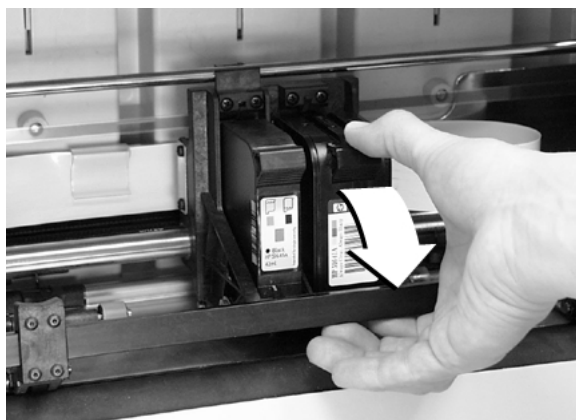
You'll find complete instructions for using the printer's built-in menu options in the W660/W680 Operator Guide. The print driver and Envelope Designer have online help to guide you through all available options.

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## Replacing the Ink Cartridge

### • Removing the Cartridge

1. With the printer on, press the On Line key until the display reads OFF LINE.
2. Open the back cover of the printer.
3. Press the Cartridge key on the control panel. This moves the carriage to the center.
4. To remove the ink jet cartridge, place your thumb on the grooved surface and press down until it pops loose.
5. Lift the print cartridge out of the cradle.



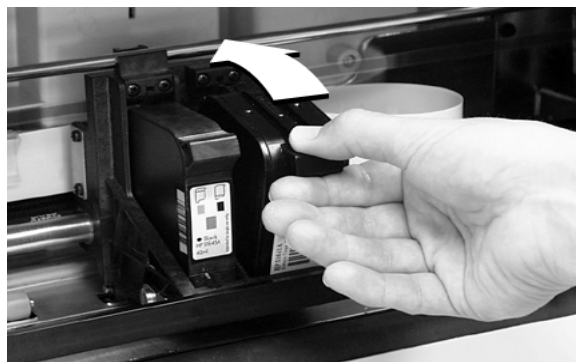
### • Replacing the Cartridge

1. Remove the cartridge from its shipping container by peeling the top cover off. Be careful not to touch the copper ribbon.

**WARNING!** The ink in the cartridge may be harmful if swallowed. Keep new and used cartridges out of reach of children. Discard empty cartridges immediately.

2. Carefully remove the tape covering the ink nozzles on the print cartridge. Be careful not to touch the copper nozzles.
3. Gently insert the cartridge (W680 - color on right, black on left\*) into the carriage at about a 20 degree angle with the copper strip to the bottom and in first. Press down on the cartridge until it is seated.
4. Push the cartridge forward (away from you) until it snaps in place.

**\*NOTE:** The W660 Printer only uses a black cartridge.



# Fixing Problems

## If this happens...

## Check This...

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### Printer Fails to Respond

- Is the printer connected to a live outlet?
- Is the printer's power switch ON?
- Is the printer set to ON LINE?
- Is the parallel or serial cable connected at both the printer and computer?
- Was the W660/W680 selected from your application's print dialog box?
- Is the print driver (W660/W680) installed in your computer?

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### No Print

Try purging and cleaning the cartridges. If these steps fail, replace the cartridges. (See pages 6-3, A-23 and 2-13 of the W660/W680 operator guide.)

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### Gray or Light Print - Black, or Off or Low Intensity Color

The media thickness lever may be set improperly. Lower the lever to darken the print. If this fails, replace the ink cartridge.

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### Printing Isn't Sharp

The media thickness lever may be set improperly. Also, print quality is less sharp when using Tyvek, recycled or glossy material.

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### Printing is Smudged

- The media thickness lever may be set improperly.
- Ink may not dry on very glossy materials.
- Are the exit rollers touching printed areas?

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### Intermittent Feed

- Are you using the feed ramp? Is it set properly?
- Are the feed rollers dirty? Clean them with denatured alcohol.
- Is the feed sensor dirty? Blow clean with compressed air.
- Is there 1/16" clearance between the feed fence and the stack? A feed fence set too tight against the stack will retard feeding.
- Is the feed angle OK? Set it low for heavy material, high for light stock, and in the middle for the rest.

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### Multiple Pieces Feed

H-Block Separators. They're probably set to high (feed gap too great).

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### Material Jams

- The H-Block Separators. They're probably set too low (feed gap too small).
- The feed fence may be too tight against the stack.
- Obstructions in the feed path. Remove any paper fragments or other debris.

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### Print Carriage Jams

- The media thickness lever may be set too low for the material you're running.
- The carriage rails may be dirty. Wipe them clean with a soft, lint-free cloth. DO NOT lubricate them.

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### Out of Memory Message

You're probably using a graphic (artwork) that's too big or you have too many fonts or too large a font size. Try reducing the size of your art and limiting the number and size of your fonts. Then shut the printer OFF, then ON and retry.

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### Barcode Won't Print

- Is barcoding enabled? Turn it on with Envelope Designer™, the print driver or the printer's built-in menu options.
- Is a ZIP Code missing from your address database?
- Is there an invalid character in the ZIP Code? Example: Zero (0) must be the number, not the letter (O). Verify that there is a dash inserted between the 5 + 4 ZIP Code Per DMM manual specifications.
- Is the address too low? Check that the bottom of the last line of the address field is not less than 5/8" from bottom edge of the media.
- Is the address too high? Make sure placement meets DMM specifications.