

Automate Folding and Inserting To Make Your Routine Office Tasks More Efficient



SecapTM SI 3400 **Desktop Folder Inserter**

Advanced Technology To Automate Outgoing Mail

The SI 3400 is a powerful system with advanced technology and high production capabilities to speed your mailing operations to the highest level of performance. By folding and inserting up to seventeen times faster than by hand. Its small footprint and contemporary design make it perfect for the office environment.

- Get mail out fast with cycle speeds of up to 3,500 pieces per hour.
- Reload during jobs for maximum productivity - when one sheet feeder empties, the system automatically switches to the other full feeder.
- Get maximum throughput with the lowest fault rate in its class.



The Secap™ SI 3400 Folding The Perfect Solution

Mail is a time proven method for delivering your message. It's the key link between you and your customers, and it's a key element in winning new customers.

All your critical communications flow through the mail--outbound invoices, incoming payments, promotional mailings that generate orders, as well as payroll and critical employee communications.

Is your mailing function as efficient as the rest of your office operations? If you are like many offices, you are probably folding and inserting by hand--not a good use of your staff resources.



Easy To Use – Even For New Users

The SI 3400 Folder Inserter knows your routine jobs, and it will guide even a novice through the easily understood operating procedures.

- Program up to 20 jobs into memory for automatic set-up of regular applications.
- Get visual and text based prompts to guide job set-up at the LCD Command Center.
- It's easy to do the job right with automatic adjustments for fold settings and page separation.



Simplified set-up delivers maximum productivity. Pre-program and store even complex jobs to minimize set-up time between multiple runs.



A typical 3400 application:

1. An invoice and a product promotion sheet are gathered and folded together.
2. A reply envelope is nested inside the folded invoice.
3. The completed piece is inserted into an envelope and the flap is sealed.

A Flexible System Designed To Work Your Way

The SI 3400 is extremely flexible at handling a wide range of paper and envelope formats.

- Flexible design allows for either one or two sheet feeders to be combined with the standard envelope and insert feeders.
- Handles a wide range of materials to satisfy almost all applications.
- Enjoy optimum feeding flexibility with a wide variety of folding options including half-fold, c-fold, z-fold, double fold and parallel fold.
- Handles "fold only" applications that do not require insertion.
- Fold and insert a single communication [up to 5 pages], using the manual feed, daily mail mode.
- Run a sample piece for accuracy and inspection with the trial piece mode.

SECAPTM
Mail Stream Management and Solutions . . .

Inserting System... For Office Applications

Sheet Feeders each feed a single sheet (or predetermined number of sheets with OMR option) into the mail piece. The pages from one or both feeders are then gathered and folded together. Holds up to 100 sheets.

Command Center allows up to 20 jobs to be preset and saved in memory for error free job change-overs.

Insert Feeder adds a piece that does not need folding (i.e. a coupon, a reply envelope, or a pre-folded flyer) and nests it in with the folded material from the Sheet Feeder. Holds up to 100 inserts.

Envelope Feeder delivers outer envelope for inserted material. Holds up to 100 envelopes.

The completed piece is inserted into an envelope, then the envelope is sealed and neatly stacked. Stacker holds up to 150 filled envelopes (depending on size and contents of envelopes).



Model SI 3400,
Three Station System

Add Optical Mark Recognition For Customization Of Each Mail Piece

Optical Mark Recognition [OMR] makes it easy to control the contents of each individual mail piece. OMR lets you collate multi-page documents that vary from as few as a single page to as many as 5 pages from a single sheet feeder, and incremental inserts can be included in the collation if extra feeders are used.

The SI 3400 with OMR assures that your customers receive not just the right number of pages – it assures that they will receive the *right* pages.

You can also include inserts selectively. Whenever there is room left in a one ounce postage break, you can use it to promote your service or product. You can even use this feature for target marketing by adding inserts based on the recipient's profile. For example, a gender specific campaign for Valentine's Day is always appropriate.



When you place OMR or dash marks on each sheet in your collation, the SI 3400 will optically scan and interpret them into system control commands.

The SI 3400 reads OMR marks and interprets specific processing instructions for each mail piece. This ensures the security, accuracy and confidentiality you need.

Putting OMR Marks On Your Documents – The Easy Way

Secap can supply templates to assist you in the printing of OMR marks on your documents. However, we've found that a simpler way is to combine revolutionary file importing, reformatting and sorting software utility. There are several benefits to this approach:

- Ensures the correct application of OMR Marks.
- Eliminates costly preprinted forms.
- Structures your output files for maximum processing efficiency.

Secap™ 3250 Folder Inserter

The Perfect Folder Inserter For Office Applications!

Complete all your mailings in-house and on time with the Secap™ SI 3250. This compact unit provides folding, stuffing and sealing functions. The perfect companion to today's busy front office environment.

- Fast and accurate preparation of your outgoing mail
- Anyone on your staff can use it. No special training required.
- Handles a wide variety of applications—from invoices to marketing letters—a true office product.
- Double Document Detectors on each feeder ensures your mailings are accurate.
- Reliable, state-of-the-art paper handling capabilities maximizes productivity while virtually eliminating document damage.

Technical Specifications

Automatic Stations

2 Feeders: Fold and Insert
1 Feeder: Insert only

Automatic Stations

1 Feeder: Fold and Insert
1 Feeder: Insert only

Materials

Paper Weight:

16 to 32 lbs. - Sheet Feeder
19 to 48 lbs. - Insert Feeder
17 to 26 lbs. - Envelope Feeder

Paper Dimension:

5" x 5" to 9" x 16" - Sheet Feeder

3 1/5" x 5" to 6" x 9" - Insert Feeder

Envelope Dimension:

3.2" x 8.67" - Envelope Feeder
Collation Thickness: Maximum of 2 mm/.08"
Will insert into #10 and 6"x9" envelopes

Speed

Cycle speeds of up to 2,500 mail pieces per hour

Physical Characteristics

Dimensions:

38" L (without catch tray) x 24"H x 20"D; 29" footprint

Electrical: 110 VAC, 60 Hz

Weight: 127 lbs.

Certification

UL approved

(Specifications subject to change without notice.)

Optional Equipment: Stand

Easily fold and insert...

Invoices	Order Forms	Newsletters	Price Lists
Checks	Letters	Reply Cards	And more!
Statements	Flyers	Return Envelopes	

Even, handles pre-folded and pre-stapled documents!

Sheet Feeders each feed a single sheet. The page(s) are then gathered and folded. Each feeder holds up to 100 sheets. Also, performs fold only applications.

Program up to 10 preset jobs for routine applications.

Insert Feeder accepts coupons, reply envelopes, or pre-folded flyers and nests it with the folded material from the Sheet Feeder. Holds up to 100 inserts.

Envelope Feeder delivers outer envelope for inserted material. Holds up to 100 envelopes.

Stacker holds up to 150 filled envelopes (depending on size and contents of envelopes).



Model SI 3250, Three Station System shown



Even the "programming" is easy. To set up a job, simply select the sheet length, envelope size, type of fold and you're ready to go!

Ask about Secap's complete line of mail stream solutions including a full line of folder inserters, inkjet address printers, both desktop and production systems, mailing software, tabbers and other mail related products and services.

Available from your authorized and certified Secap dealer:



Mail Stream Management and Solutions . . .

10 Clipper Road
West Conshohocken, PA 19428-2721
800.523.0320 • 610.825.6205 • 610.825.1397 (fax)
www.secap.com

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Contact the dealer above or call 800.523.0320 for a Secap dealer near you.