

Specifications

Dimensions:

38" (96.5cm) long without catch tray
29" (73.7cm) footprint
24" (61cm) high
20" (50.8cm) deep

Electrical:

110 VAC, 60 Hz

Weight:

127 lb. (57.2kg)

UL/CSA approved.

Paper Weight:

16 to 32 lb. — Sheet Feeder
19 to 48 lb. — Insert Feeder
17 to 26 lb. — Envelope Feeder

Paper Dimension:

5" x 5" to 9" x 16"
(12.7cm x 12.7cm to
22.9cm x 40.6cm) — Sheet Feeder
3 1/5" x 5" to 6" x 9"
(8.1cm x 12.7cm to
15.2cm x 22.9cm) — Insert Feeder

Envelope Dimension:

3 1/2" x 8 2/3" to 6 3/8" x 9 1/2"
(8.9cm x 22.1cm to
16.2cm x 24.1cm) — Envelope Feeder.

Collation Thickness:

Maximum of 2 mm/.08".
Will insert into #10 and 6" x 9"
(15.2cm x 22.9cm) envelopes.

The DI350 is available in two configurations:

- > One sheet feeder and one insert feeder.
- > Two sheet feeders and one insert feeder.

The DI350 with OMR is available in one configuration:

- > Two sheet feeders and one insert feeder.

Basic OMR Marks [Optional] – For Varying
Number of Pages
Per Document & Improved Integrity

- > Benchmark
- > Beginning Of Collation
- > End Of Collation
- > Parity

- > Safety
- > Select Feed
- > Batch
- > Wrap Around Sequencing

All other terms and product names may be trademarks or registered trademarks of their respective owners, and are hereby acknowledged.



As an ENERGY STAR partner, Pitney Bowes Inc. has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

Specifications subject to change without notice.



DI350 OfficeRight™ Inserting System



Engineering the flow of communication™

Pitney Bowes

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At Pitney Bowes, we offer integrated mail and document management solutions that can significantly improve your communication flow, increase revenue and, ultimately, drive shareholder value. Our solutions include:

- ▶ Mail Management
- ▶ Document Management
- ▶ Strategic Outsourcing
- ▶ Small Business Solutions

Our Commitment to Service

We are committed to providing our customers with the finest products and solutions backed by the highest quality service and customer care. We have a coast-to-coast network of trained Pitney Bowes service specialists plus a series of Advanced Customer Service Solutions to ensure our customers always receive the highest levels of service and support. Ask your Pitney Bowes Sales Representative for more information about our Customer Satisfaction Guarantee.

AD 950 357 C

The DI350 OfficeRight™ Inserting System

Automate your folding and inserting to make your office more efficient

The DI 350 OfficeRight™ Inserting System makes the advanced technology of our high volume, production mailing systems available for everyday office applications. By folding and inserting up to twelve times faster than by hand, the DI 350 gets your mail out the door faster. And, its small footprint and contemporary design make it perfect for the office environment.

- ▶ Get the mail out fast with cycle speeds of up to 2500 pieces per hour.
- ▶ Ideal for “walk-up” use with its easy set-up and visual prompts. The ease of use and efficiency of the DI 350 encourages more promotional mailings and reduces the load on your staff.
- ▶ Get maximum throughput with the lowest fault rate in its class.

Easy to use – even for new users

The DI 350 Inserter remembers your routine jobs, and it will guide even the occasional user through the easily understood operating procedures.

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



A typical DI350 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.

The perfect solution for office applications

A flexible system works your way

The DI 350 OfficeRight™ Inserting System 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. The system can also handle “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.

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 DI 350 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. For example, why not take advantage of the 30 gram postage break 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.

A reliable system from a company you can count on

At Pitney Bowes we are committed to providing our customers with reliable products backed by the highest quality of service.

- ▶ State-of-the-art paper handling capabilities maximize uptime
 - Short paper path
 - Automated paper separation controls
 - Trial piece mode to verify proper set-up
- ▶ Double document detectors on each feeder automatically detect multiple feeds, so you can be assured that the final collation your customers receive is accurate.
- ▶ Customer satisfaction guarantees that promises, “We won’t be satisfied until you are.”

Envelope Feeder delivers outer envelope for inserted material.

Sheet Feeders each feed a single sheet (or pre-determined number of sheets with OMR option) into mail piece. The pages from one or both feeders are then gathered and folded together.

Command Centre allows up to 20 jobs to be preset and saved in memory for fast change-overs.

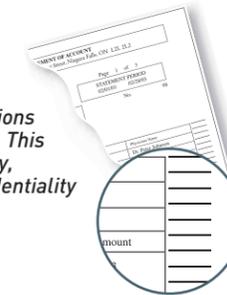
Insert Feeder adds a piece that does not need folding (i.e. a coupon, a reply envelope, or a pre-folded flyer) and nests it in with the folded material from the Sheet Feeder.

The completed piece is inserted into an envelope, then the envelope is sealed and neatly stacked.

When you place OMR or dash marks on each sheet in your collation, the DI350 will optically scan and interpret them into system control commands.



The DI350 reads OMR marks and interprets specific processing instructions for each mail piece. This ensures the security, accuracy and confidentiality you need.



Even the job set up is simple. To set up a job, just enter the length of the sheet, the envelope type, identify the type of fold, and push a button. Up to 20 jobs can be preset and saved in memory for error free job change-overs. And the touch of a button can select any one of four [4] languages for the prompts— that makes it easy for today’s diverse workforce!



DI350 Inserter on optional Rolling Stand