



**ASTRO**



**RTS**  
**HIGH CAPACITY**  
**RECEIVING TRAY/STACKER**  
**OPERATOR MANUAL**

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## SAFETY PRECAUTIONS

THIS EQUIPMENT PRESENTS NO PROBLEM WHEN USED PROPERLY. OBSERVE THE FOLLOWING SAFETY RULES WHEN OPERATING THE ASTRO HIGH CAPACITY RECEIVING TRAY/STACKER.

BEFORE USING THE MRT, YOU SHOULD READ THIS MANUAL CAREFULLY AND FOLLOW THE RECOMMENDED PROCEDURES, SAFETY WARNINGS, AND INSTRUCTIONS:

- ✓ Keep hands, hair, and clothing clear of rollers and other moving parts.
- ✓ Avoid touching moving parts or materials while the machine is in use. Before clearing a jam, be sure machine mechanisms come to a stop.
- ✓ Always turn off the machine before making adjustments, cleaning the machine, or performing any maintenance covered in this manual.
- ✓ Always use the power cord supplied with the machine and plug it into a properly grounded, easily accessible wall outlet located near the machine. Failure to properly ground the machine can result in severe personal injury and/or fire.
- ✓ The power cord and wall plug is the primary means of disconnecting the machine from the power supply.
- ✓ DO NOT use an adapter plug on the line cord or wall outlet.
- ✓ DO NOT remove the ground pin from the line cord.
- ✓ DO NOT route the power cord over sharp edges or trap it between furniture.
- ✓ Avoid using wall outlets controlled by wall switches or shared with other equipment.
- ✓ Make sure there is no strain on the power cord caused by jamming between equipment, walls or furniture.
- ✓ DO NOT remove covers. Covers enclose hazardous parts that should be accessed by a qualified service representative. Report any cover damage to your service representative.
- ✓ This machine requires periodic maintenance. Contact your authorized service representative for required service schedules.
- ✓ To prevent overheating, do not cover the vent openings.
- ✓ Use this equipment only for its intended purpose.

In addition, follow any specific occupational safety and health standards for your workplace or area.

This manual is intended solely for the use and information of Astro Machine Corp., its designated agents, customers, and their employees. The information in this guide was obtained from several different sources that are deemed reliable by all industry standards. To the best of our knowledge, that information is accurate in all respects. However, neither Astro Machine Corp. nor any of its agents or employees shall be responsible for any inaccuracies contained herein.

## TABLE OF CONTENTS

<b>Getting Acquainted</b>	<b>1</b>
Controls and Connections	1
<b>Assembly and Installation</b>	<b>2</b>
Choose a Location	2
Installing the High Capacity Receiving Tray/Stacker	2
Receiving Tray/Stacker Controls	4
RTS Status (LED) Indicators	4
<b>Maintenance</b>	<b>5</b>
Cleaning	5
<b>Specifications</b>	<b>6</b>

## Getting Acquainted



### Controls and Connections

1.	<b>Control Panel</b> – UP button raises Tray. DOWN Button lowers Tray. Pressing both buttons simultaneously for a few seconds positions the Tray in the “Ready” position.
2.	<b>Main Power Switch, Receptacle and Fuse</b> – Plug in power cord here. Switch turns main power ON/OFF. Fuse/Circuit Breaker protects the Tray’s electronic circuits.
3.	<b>Printer Interface Port</b> – Interface cable to the M2 Printer plugs in here.
4.	<b>Load Photosensor</b> – Senses load in Tray and signals Tray to raise or lower as needed.
5.	<b>Backstop Adjustment Knob</b> – Locks and unlocks the Backstop for positioning.
6.	<b>Adjustable Backstop</b> – Adjusts for media lengths from 4.2" to 14.5" long.
7.	<b>Adjustable Media Guide</b> – Adjusts for media widths up to 9" wide.

## Assembly and Installation

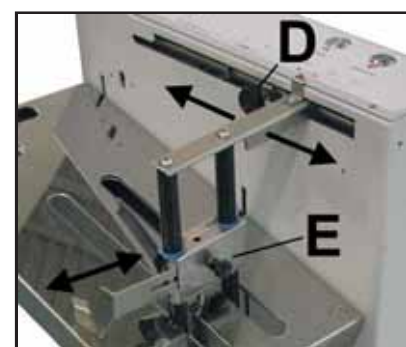
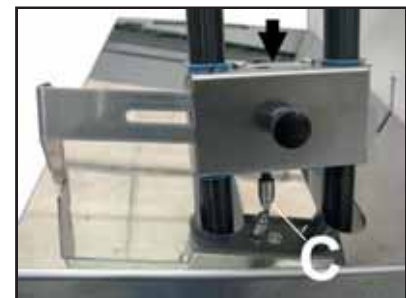
### Choose a Location

The optional High Capacity Receiving Tray/Stacker is designed to work automatically with the M2 Printer, but can be operated manually with other printers. The Receiving Tray aligns with the exit end of the M2 Printer or other Printer. Printer and Tray should be positioned on a flat, level surface at least 12 inches from any walls. Protect the High Capacity Receiving Tray/Stacker from excessive heat, dust, and moisture – avoid placing it in direct sunlight.

### Installing the High Capacity Receiving Tray/Stacker

#### Connecting to an M2 Printer:

1. Plug the power cord into the power receptacle on the Receiving Tray. Plug the other end of power cord into the Auxiliary Power Receptacle on the feed end of the Printer or into a grounded wall outlet.
2. **Align Receiving Tray with Printer Exit.** Fit the alignment peg on Printer into the slot on the Tray [A].
3. Connect the Interface Cable to the Motorized Tray and M2 Printer Interface ports [B].
4. Turn the Tray's power **ON**. The Tray automatically moves to the "Home" or "Ready" position. You can also press the **UP** and **DOWN** buttons simultaneously to position the Tray if necessary. **NOTE:** The Tray moves automatically when power is first turned on, after that, the Tray will move into position automatically any time the Printer is ready to print.
5. Check that the Media Guide Stop is touching the Receiving Tray [C]. If not, push the Media Guide down so the Stop touches the Tray.
6. Turn the Adjusting Knob [D] to unlock the Backstop. Use one piece of media and/or the scale on the Control Panel to set the Backstop for media length. Adjust the Media Guide [E] to fit media width.



#### Using Tray with Other Printers:

1. Plug the power cord into power receptacle on the Receiving Tray. Plug the other end into a grounded wall outlet.
2. Align the edge of the Receiving Tray with the right end of the exit opening on the printer. **NOTE:** The printer exit opening should be at least 1/2" higher than the top of the Tray in its uppermost position.
3. Turn the Tray's power **ON**. Press the **UP** and **DOWN** buttons simultaneously until the lights flash. The Tray moves automatically into the "Home" or "Ready" position.
4. Check that the Media Guide Stop is touching the Receiving Tray [C]. If not, slide the Media Guide down so the Stop touches the Tray. **DO NOT adjust the Stop.**
5. Turn the Adjusting Knob [D] to unlock the Backstop. Use one piece of the media and/or the scale on the Control Panel to set the Backstop for media length. Adjust the Media Guide [E] to fit media width.

**CAUTION**

DO NOT USE ADAPTER PLUGS OR EXTENSION CORDS TO CONNECT THE RECEIVING TRAY TO THE WALL RECEPTACLE.  
DO NOT USE OUTLETS CONTROLLED BY WALL SWITCHES.  
DO NOT USE OUTLETS THAT SHARE THE SAME CIRCUIT WITH LARGE ELECTRICAL MACHINES OR APPLIANCES.

Before operating, check that Receiving Tray/Stacker Base is clear:

**WARNING!**

HAZARDOUS MOVING PARTS  
KEEP FINGERS AND OTHER BODY PARTS AWAY!

**CAUTION**

TO AVOID RISK OF INJURY OR DAMAGE  
DO NOT PLACE ITEMS ON BASE OF RECEIVING TRAY!



### Receiving Tray/Stacker Controls

The two buttons on the left control Feed Table travel: **Up, Down**

**UP** – Press to raise the Table for loading and positioning media. (Green)

**DOWN** – Press to lower the Table for loading and positioning media. (Red)



### RTS Status (LED) Indicators

LED Sequence	Stacker Status	Addition Details or Recommended Action
	Main Power Switch is OFF or, Stack Height Sensor is OPEN (not interrupted)	Check/Turn ON Main Power Switch  Stacker is "ready" to receive media
ON, Steady 	Stack Height Sensor is BLOCKED (interrupted)	Tray or media stack is interrupting the Stack Height Sensor. Tray cannot be raised higher unless Sensor is cleared (reduce media stack or lower Tray)  Send Print Job or press RESUME on Printer, if job was paused NOTE: Tray should move automatically to the "ready" position. If not, check that the Stacker Interface Cable is properly attached.  During Printing, if GREEN LED stays ON for more than 3 consecutive seconds, tray will move down
Flashing SLOW 	"Down" button was pressed and Tray is lowering (moving down)	Press "Down" button a second time to stop the Tray or allow the Tray to stop automatically when it reaches the Low Limit Sensor
ON, Steady 	Receiving Tray at lowest position	Tray reached Low Limit Sensor Remove media from Tray and press "Up" button
Flashing SLOW 	"Up" button was pressed and Tray is raising (moving up)	Press "Up" button a second time to stop the Tray or allow Tray to stop automatically when it reaches the Stack Height Sensor
Flashing FAST, alternating 	Receiving Tray is full  While printing, the Tray reached its lower limit  Job is automatically PAUSED  <div style="border: 1px solid black; padding: 2px; width: fit-content;">Job: 1 Page: 10000 Total Pages: 10000 Feeder: Max Throughput PAUSED</div>	Remove media from the Receiving Tray, then press the RESUME button on the Printer to continue printing  NOTE: The Tray should automatically raise and move to the "ready" position before the Printer will start. If not, check that the Stacker Interface Cable is properly attached

## *Maintenance*

This section describes maintenance that an experienced operator can perform. If any service or maintenance is required beyond that which is described in this document, please contact your local dealer.

### *Cleaning*

#### **WARNING!**

**THE MOTORIZED RECEIVING TRAY/STACKER IS A PRECISION MACHINE THAT SHOULD BE CLEANED REGULARLY TO INSURE MANY YEARS OF SERVICE. BEFORE PERFORMING ANY MAINTENANCE, DISCONNECT THE MOTORIZED RECEIVING TRAY FROM THE POWER SOURCE!**

The Receiving Tray must be cleaned regularly of accumulated paper dust and ink. Depending on the types of media that are run, paper dust may accumulate within machine and on the transport. To clean, unplug the Receiving Tray from the power receptacle and remove the covers.

- **Internal Areas:** Clean using a vacuum with a soft brush attachment to help loosen the dust particles. Take care not to damage the PC Boards or electrical wiring.
- **Exterior:** Clean with any standard non-abrasive household cleaner that does not contain plastic-harming solvents.

#### **CAUTION**

**NEVER SPRAY OR POUR CLEANERS DIRECTLY ON OR INTO THE RECEIVING TRAY/STACKER. EXCESS LIQUID COULD HARM ELECTRONIC PARTS. ALWAYS DAMPEN A RAG WITH THE CLEANER AND APPLY IT TO THE PARTS TO BE CLEANED.**



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## *Specifications*

### **High Capacity Motorized Receiving Tray**

<b>OPERATING MODES:</b>	<b>Automatic</b> when connected to M2 Printer <b>Semi-automatic</b> when used with other printers and/or printing equipment
<b>STACKER CAPACITY:</b>	Up to 5,000 single sheets of 20 lb. (about 75g/m <sup>2</sup> ) paper (10 reams)
<b>MATERIAL HANDLING:</b>	<b>Minimum:</b> 3.5" x 4.2" (88.9 mm x 107 mm) <b>Maximum:</b> 9" x 14.5"* (228 mm x 368 mm)
<b>MEDIA THICKNESS:</b>	Single Sheet to 1/4" (6.35 mm)
<b>SPEED:</b>	Dependant on Printer speed
<b>ELECTRICAL:</b>	115 Volts/60 Hz (220 Volts/50-60 Hz Optional)
<b>DIMENSIONS:</b>	16.25" W x 19.25" L x 36.5" H (41.3 cm x 48.9 cm x 92.7 cm)
<b>SHIPPING WEIGHT:</b>	90 lbs. (40.8 kg)

\* Stacker may have to be positioned slightly farther away from the printer.

**Specifications are subject to change without notice.**

