

**Automate for a streamlined  
mailing process**



**OfficeRight SI 3300  
Inserting System**

**Fast-track to productivity**

## ***A common-sense approach***

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

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

Many small and medium-sized businesses find dealing with their regular mailings time consuming and inconvenient. If you're like many offices, you're probably folding and inserting by hand - not a good use of your staff resources. Pitney Bowes can help. We have developed an office

## ***It's easy to operate - even for new users***

The SI3300 has all the necessary brain work built in - there's no need for dedicated operators, or lengthy training. The system can memorise your most frequent mailings, so that each department or user can simply call up their own choice of programme at the touch of a button.

- LCD Command Centre provides visual and text based prompts to guide job set-up.
- Automatic adjustments for fold settings and sheet feeder and envelope separation ensure easy, trouble-free operation.

## ***Automate folding and inserting to make your mailing process more effective***

The SI3300 brings a new level of productivity to your mail processing operations, by folding and inserting material up to twenty-five times faster than by hand, allowing your staff to concentrate on more productive duties.

- Get the mail out faster - cycling speeds of 3,000 pieces per hour mean that the SI3300 can efficiently meet the needs of low to mid-volume mailers.
- Ideal for "walk-up" use - with its easy set-up and visual prompts, the SI3300 encourages more promotional mailings and reduces the load on your staff.

## ***A flexible system designed to work your way***

The SI3300 is extremely flexible at handling a wide range of paper and envelope formats and processes the material the way you want it done.

- Handles a wide range of materials - satisfies almost all applications, for example:
- Invoices, statements, price lists, customer communications, promotional letters.
- Reply envelopes, reply cards, leaflets, coupons, flyers.
- Process single pieces with ease - daily mail mode enables you to place a single communication (up to five pages) into a single feeder and automatically fold and insert it.

## ***Integrated technology you can trust***

- A system you can count on to deliver - Pitney Bowes has an enviable reputation for producing the most reliable table top inserting systems available. The SI3300 incorporates proven paper handling technology, significant feature enhancements to drive productivity and award-winning industrial design.
- Intelligent integration for a streamlined process - the optional mailing machine interface combines the power of the SI3300 with a Pitney Bowes mailing system. With communication between the systems, you can benefit from greater productivity with a more efficient process.

## ***Maximise the value of each mail piece with accuracy and control***

By using Optical Mark Recognition (OMR), you can control the contents of each mail piece. You gain a new level of flexibility to customise each mail piece as well as control the contents with a high degree of confidence.

- Basic OMR - allows you to automate the processing of customer mailings where the number of pages varies for each recipient.
- Advanced OMR - allows you to add additional items for certain recipients, such as a special offer flyer.

- Higher Productivity - linked feeding allows higher volume single sheet applications to be fed from both sheet feeders in sequence, automatically changing over when one feeder runs out. In this mode the SI3300 will continue to run, non-stop, to handle your larger mailings.
- Reliability built in - lowest fault rate in its class of inserters ensures maximum throughput.



**Built-In Job Presets**  
Up to 20 jobs can be preset and saved in memory by the operator for error free job change-overs.

**Easy Set-Up**  
Setting up a job is simple, just enter the length of the sheet, the envelope type, identify the type of fold and push a button.

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

**Insert Feeder**  
Adds a pre-folded piece or booklet (e.g. a coupon, reply envelope or prefolded flyer). Ideal for direct mail applications or to add promotional items to your regular mailings.

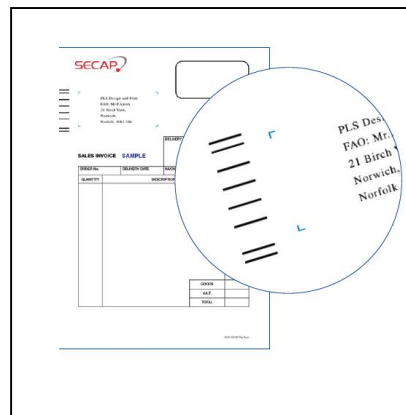
**Envelope Feeder**  
Delivers outer envelope for inserted material.

**Stacker**  
The completed piece is inserted into an envelope and the flap is sealed.



A typical SI3300 application: two A4 sheets, an invoice and price list, are gathered and folded together. A DL sized flyer is nested inside the folded document.

The completed piece is inserted into a DL envelope and the flap is sealed.



The SI3300 reads OMR marks and interprets them into specific instructions for processing each mail piece.



# Technical Specifications

## Sheet Feeders

Minimum Material Size:	127mm wide x 127mm long
Maximum Material Size:	229mm wide x 406mm long
Minimum Material Weight:	60g/m <sup>2</sup>
Maximum Material Weight:	120g/m <sup>2</sup>

## Insert Feeders

Minimum Material Size:	127mm wide x 82mm long
Maximum Material Size:	230mm wide x 152mm long
Minimum Material Weight:	72g/m <sup>2</sup> (unfolded material) 60g/m <sup>2</sup> (folded material)

Maximum Material Weight: 180g/m<sup>2</sup> (single sheet)

## Envelope Feeders

Minimum Material Size:	220mm wide x 88mm deep
Maximum Material Size:	242mm wide x 164mm deep
Minimum Material Weight:	65g/m <sup>2</sup>
Maximum Material Weight:	100g/m <sup>2</sup>

## Physical Dimensions

Length:	773mm
Depth:	568mm
Height:	525mm
Weight:	55kg
Electrical:	230V, 50Hz, 3A

## Fold Types

Single fold  
"C" - Letter fold  
"Z" - Accordion

## Configurations

The SI3300 is available in three configurations:

- sheet feeder
- sheet feeder, 1 insert feeder
- sheet feeders, 1 insert feeder

Each configuration is available with Optical Mark Recognition.



The SI3300 in combination with the DM550 mailing system provides an ideal solution.

# Adding OMR marks to your documents the easy way

PB can supply templates to assist you in printing OMR marks on your documents. However, a simpler way is to combine PBFIRST™, our revolutionary file importing, reformatting and sorting software, with the services of a Pitney Bowes systems engineer.

## The benefits of this approach are:

- Correct application of OMR marks for all your mailings.
- Elimination of costly pre-printed forms.
- Reformatting text based files to enhance the value of the mailing.

## Options:

- OptiFlow™ Vertical Power Stacker
- Mailing machine interface
- Basic OMR
- Advanced OMR



OptiFlow™ Vertical Power Stacker

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N.B. Specifications in this leaflet are subject to change without notice, as part of our programme of continuous improvement.