User manual

BLM 200 / Bookletmaker 25

Operating information

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Chapter 1
Introduction

What you can do with this machine

Introduction

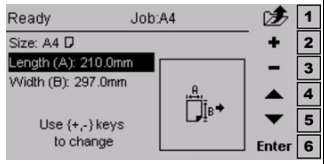
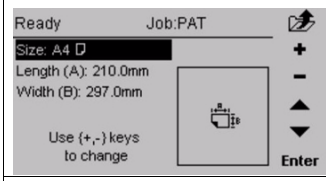
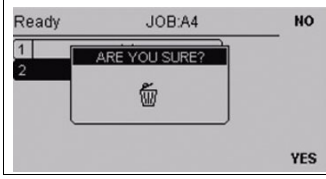
Number	Description
1	Booklet maker
2	Trimmer
3	SquareFold module
4	Belt Stacker
5	Rotator module

The Booklet maker, Trimmer, and SquareFold module form a booklet making system that works online with copiers or printers.

The printouts from the copier or printer are transported sheet by sheet into the Booklet maker and collected in the stapler area of the Booklet maker. The Booklet maker now jogs and then staples the set. The set is then transported further to the folding area where the set is folded into a booklet and then fed out to the belt stacker. When a larger number of sheets are folded, an effect called creeping occurs. In order to rectify creep, the Trimmer can be connected to the Booklet maker. The booklets are then transported from the Booklet maker into the Trimmer where the front edge (face) will be cut off. Another option, the SquareFold module, can be installed if a Trimmer is installed on the Booklet maker. The prints, which have been stapled, folded and trimmed, will be fed into the SquareFold module. The SquareFold module will flatten the spine of the booklet into a square shape. The booklets will, after passing through the SquareFold module, have the look of a perfect bound book. The booklets are then fed out to the belt stacker.

The buttons on the control panel

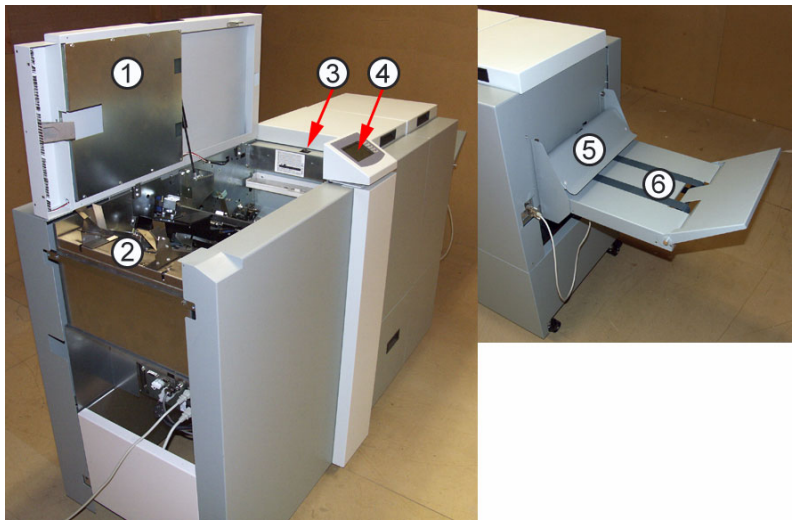
The entire booklet making system is controlled from a single control panel on the Booklet maker. The control panel has only six buttons which will allow you to easily set up, adjust, and operate the complete system.

	Description
	The buttons are multifunctional, meaning that the function of each button depends on the information displayed. For example: In this screen, the icon next to button 1 indicates you will go up one level in the menu when the button is pressed.
	Example 2: In this screen, button 1 has no function.
	Example 3: Pressing button 1 here will answer “No” to the question on the screen.

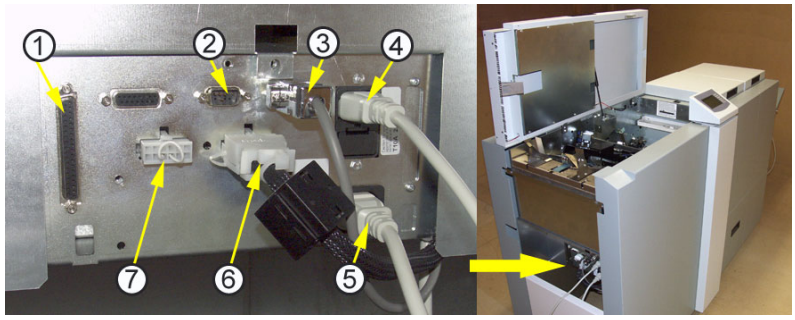
Guide to components

Booklet maker

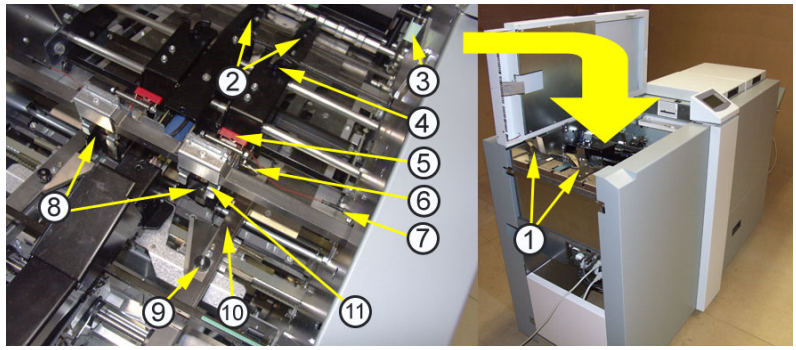
Component locator



Number	Component
1	Top cover
2	Infeed assembly
3	Power switch
4	Control panel
5	Belt Stacker Cover
6	Belt Stacker



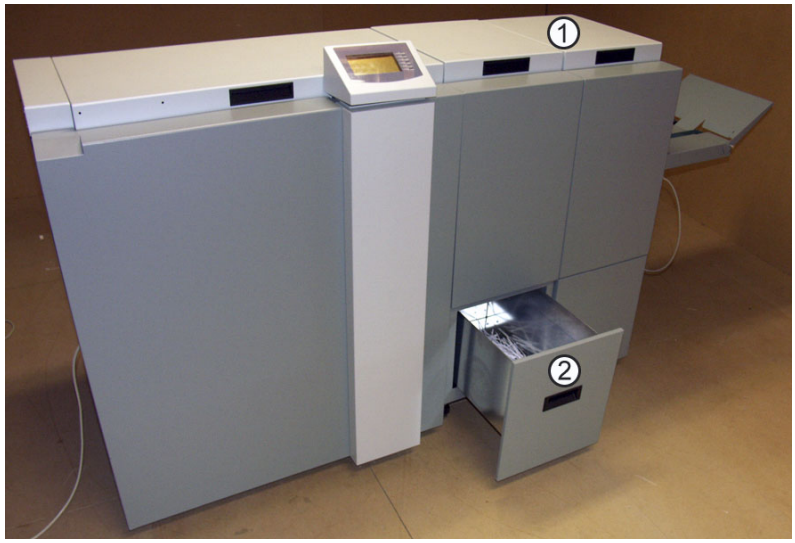
Number	Component
1	Communication with Printer/Rotator
2	CAN In: Termination socket
3	CAN Out: Termination socket / Communication with Trimmer
4	Power socket
5	Power out to SquareFold module
6	Interlock jumper
7	Interlock jumper / Power out to Trimmer



Number	Component
1	Side guides
2	Ball cage
3	Fold adjust lever
4	Thumb screw for Stapler assy
5	Cartridge locking levers
6	Locking pin
7	Staple detection leads
8	Stapler heads
9	Side guide extension
10	Thumb screw for Side guide extension
11	Stapler lift bracket

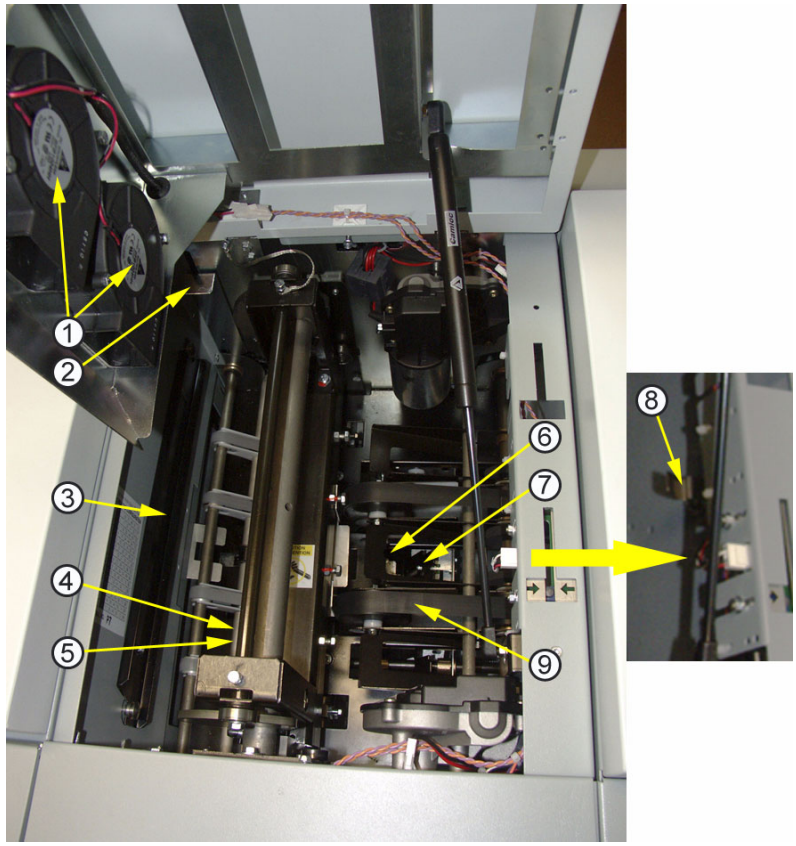
Trimmer

Component locator



Number	Component
1	Top cover
2	Trim bin

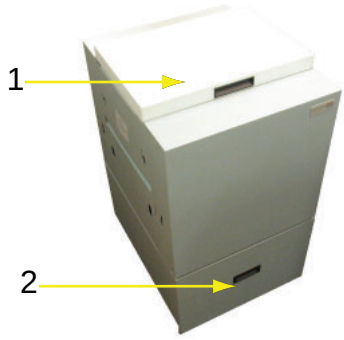
The Trimmer interior has parts that you will come into contact with if a jam occurs.



Number	Component
1	Trimmer fan
2	Infeed latch
3	Docking bracket
4	Infeed roller shaft
5	Knives (not shown in picture)
6	Exit compression brackets
7	Trimmer stop
8	Outfeed latch
9	Transport belt

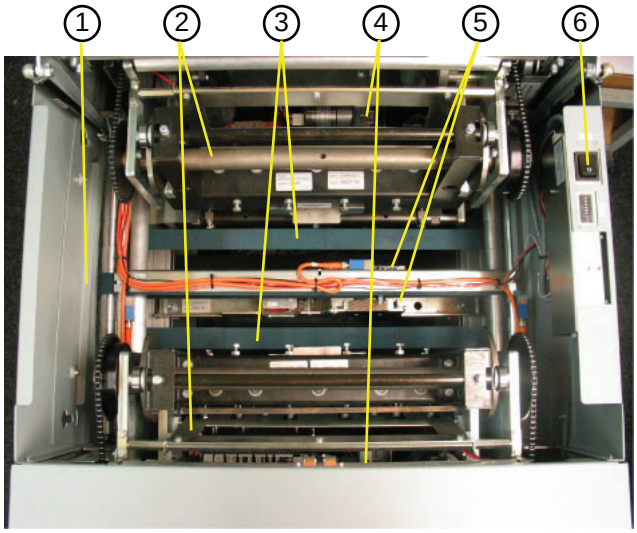
Two-side Trimmer

Component locator



Number	Component
1	Top cover
2	Trim bins

The Two-side Trimmer interior has parts you will come into contact with if a jam occurs.



[11] Two-side Trimmer, top view

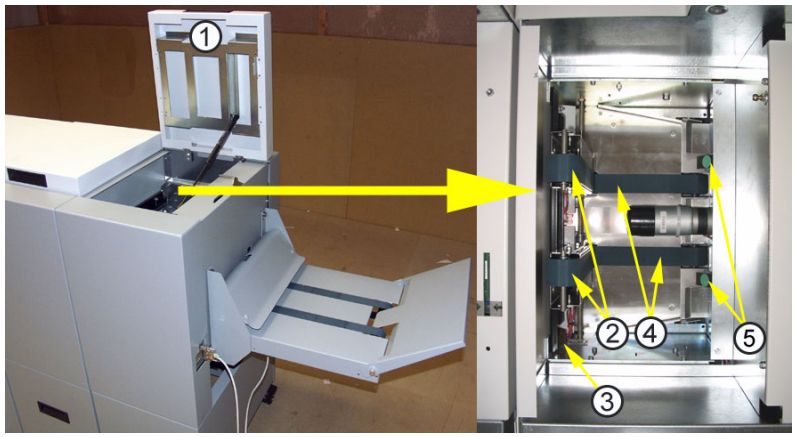
Number	Component
1	Docking bracket
2	Knives

Number	Component
3	Transport belts
4	Joggers
5	Trimmer stop
6	Power switch

SquareFold module

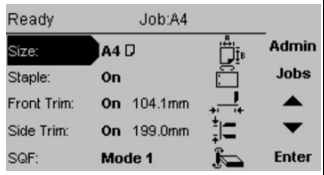
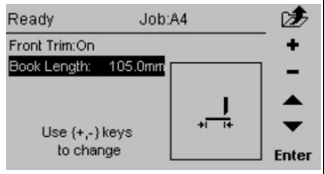
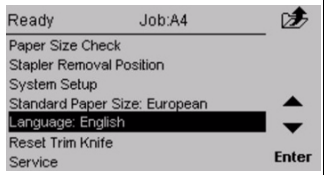
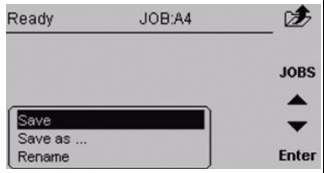
Component locator

The SquareFold module interior has parts that you will come into contact with if a jam occurs.



Number	Component
1	Top cover
2	Upper feed belts
3	Docking bracket
4	Lower feed belts
5	Latches

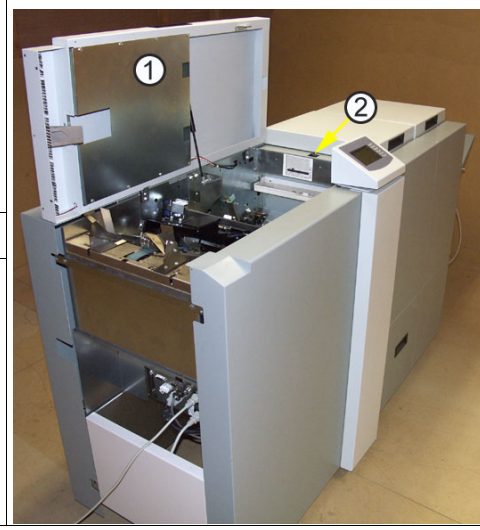
Control panel

	Action
	**The Main screen.** When the system power is switched on, the Main screen will be shown. Here you will find information showing the actual set-up. From this screen you can also access other screens that will help you operate the complete Booklet making system. At the top, throughout the screens, you can see the current state of the machine and the current job.
	**Changing settings.** To change or adjust settings: Select an item in the Main screen with the [arrow] button and press the [Enter] button. For example you can (finely) adjust the trimming, change stapling mode, or set the SquareFold module to the correct mode. Settings are explored more thoroughly in section 2, Making Booklets.
	**The Admin screen.** Pressing the [Admin] button in the Main screen takes you to the Admin screen. From here you can change the display language, set paper size standard, and more. (see *'Language' on page 60*), for how to navigate in the Admin screen.
	**The Jobs screen.** Pressing the [Jobs] button in the Main screen opens the Jobs screen. From here you customize and save job settings. Press [Jobs] again and you can load previously saved jobs. (see *'Store a job' on page 64*).

Chapter 2
Basics

Turn on/off the power

Booklet maker, Trimmer and SquareFold module

Step	Action	Description
1	Plug the booklet maker power cord into the wall outlet. Trimmer (optional) and SquareFold module (optional) are powered from the booklet maker.	
2	Open the Top cover (1).	
3	Set power switch (2) on booklet maker to ON position.	
	Note: *The Power switch also controls Trimmer (optional) and SquareFold module (optional).*	
4	Close the Top cover (1).	

Check staples, staple cartridge and stapler head

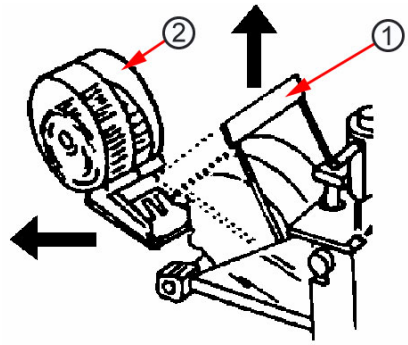
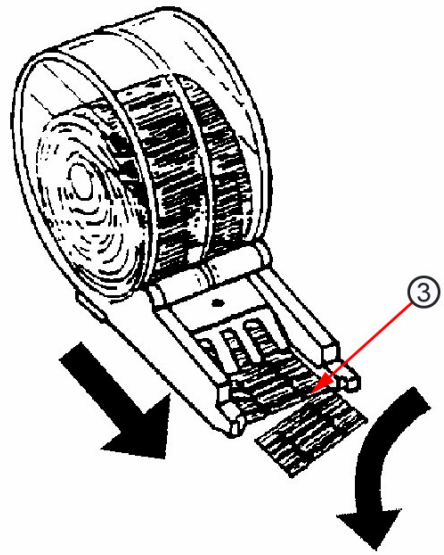
Remove/replace staple cartridge

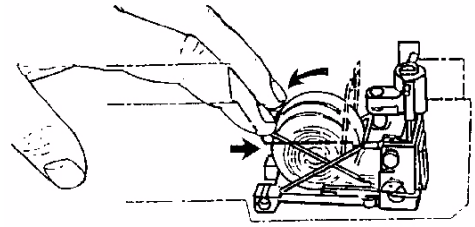
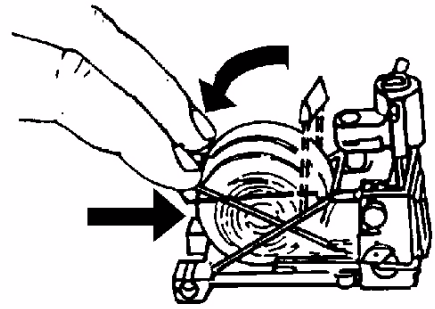
Introduction

The first procedure shows you how to remove or replace the staples. (Replacement staple cartridge S32).

After a staple jam or empty staple cartridge has been detected, the Booklet maker will automatically advance and feed staples. This feature is called staple recovery. The second procedure shows you how to replace staples after a staple jam or empty staple cartridge indication.

How to remove/replace staples

Step	Action	Description
You may remove and replace the staple cartridge while the stapler head assembly is in place.		
1	Open the top cover.	
2	Raise the staple cartridge locking lever (1) as indicated in the drawing.	
3	Gently twist the staple cartridge (2) from side to side, and pull out the staple cartridge (2) from the stapler head.	
4	If the staple cartridge is empty, discard it and replace it with a new one. Before replacing the cartridge, pull at least 20 mm (approx. 1 inch) of the staples out and tear off at the staple tear line (3) which is marked on the cartridge. If there has been a misfeed and the cartridge still contains staples, pull 20 mm (approx. 1 inch) of staples out of the cartridge and tear off at the stapler tear line. Check that the first staple is flat. If not, tear off another 20 mm (1 inch), using less force.	

Step	Action	Description
5	Insert the cartridge into the stapler head with the staples facing towards the head mechanism. The cartridge should be placed flat on the slide on the bottom of the stapler head and pushed firmly into the stapler head.	
6	Hold the staple cartridge firmly in place and push down the cartridge locking lever.	

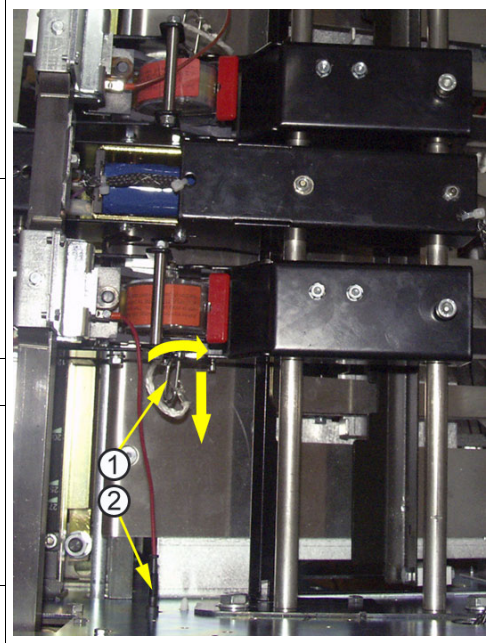
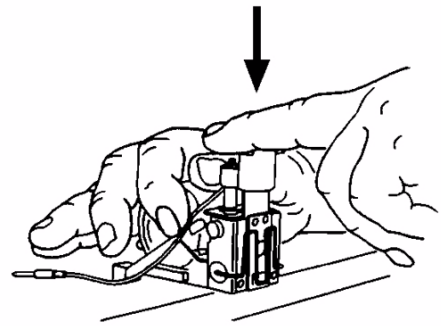
Note: *It is important that the cartridge is held firmly in position once it is inserted into the stapler head.*
If the cartridge is allowed to move away from the stapler head before the locking lever is in engaged, remove cartridge and tear off 20 mm (approx. 1 inch) of staples along the staple tear line.

How to replace the staples after a staple jam or empty staple cartridge indication.

Step	Action
1	Follow step 1-6 on the previous page.
2	Close the top cover.
3	Feed in a four-page set. Staple recovery will now begin.
4	The Booklet maker has now recovered and production can continue. If the problem persists and no staples have been fed, the display will indicate that again. In such a case: repeat this procedure. If the problem still persists, perform the Removing/replacing Stapler Head procedure.

Remove/replace stapler head

How to replace the stapler head

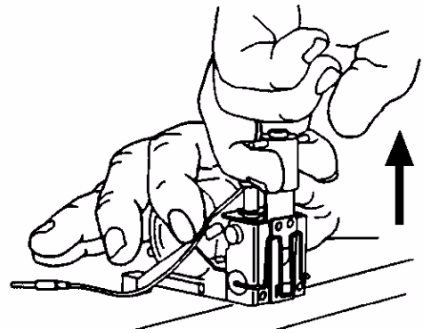
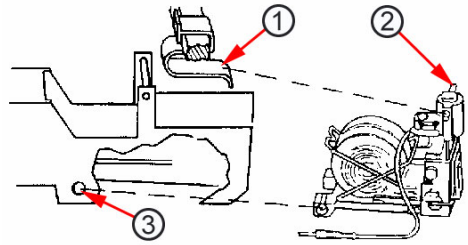
Step	Action	Description
1	From the main screen, press [Admin]. Select **stapler removal position** and press [Enter]	
2	Select the A3 (11”x17”) position to ensure that the side joggers are away from the stapler head.	
3	Open the top cover.	
4	Rotate the locking pin (1) towards the outfeed side and pull out the locking pin from the stapler head assembly.	
5	Disconnect the staple detection lead (2). Push the stapler head towards the infeed side, out of the stapler head assembly.	

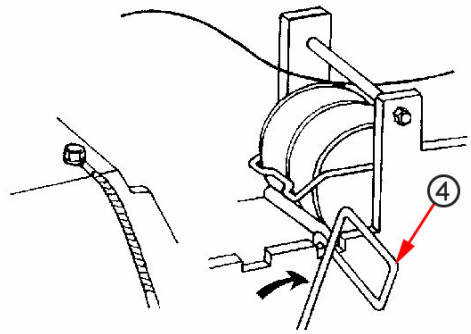
Step	Action	Description

Note: *Whenever you remove a stapler head, be sure to manually eject some staples before replacing it in the Booklet maker. To do this, rest the stapler head on a firm surface (for example, the top of a table) and actuate the staple driver post up/down through full travel. Do this a number of times to ensure that the staples are ejected on each down movement. If you need to change the staple cartridge, see (see 'Remove/replace staple cartridge' on page 21).*

Warning:

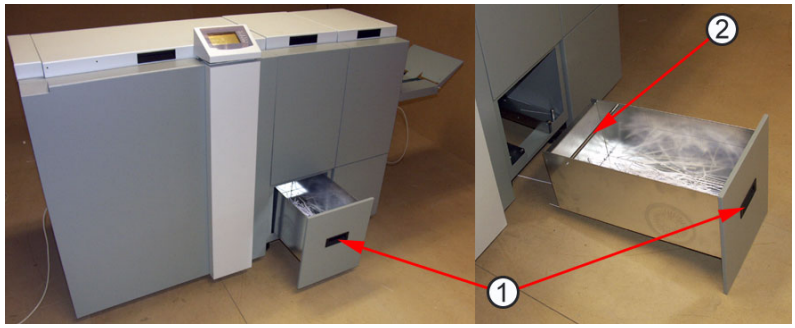
When manually ejecting the stapler, stay clear of stapler output area.

Step	Action	Description
6	Before inserting the stapler head, center the stapler lift bracket (1) over the area that will receive the stapler head. Ensure that the staple driver post (2) is in its uppermost position.	
7	Place the stapler head back into the Booklet maker. The driver post arm (2) must be placed into the stapler lift bracket (1).	
Caution If the driver post arm is not correctly positioned into the stapler lift bracket (2), it will cause permanent damage to the stapler head as well as the bracket. Subsequently, future correctly mounted stapler heads will also be damaged.		
8	Press on the lower front edge of the stapler head to align the hole (3) in the stapler bracket with the hole in the stapler head. Insert the locking pin (4) so that it engages the stapler head and the metal sides of the stapler assembly.	

Step	Action	Description
9	Lock the pin (4) by rotating it towards the infeed side. Check that the stapler head is correctly mounted by pushing the stapler head towards the infeed area. If it is still loose, it is not correctly mounted. Tighten thumbscrews.	
10	Insert the staple detection lead into its socket.	

Empty the trim bin

Illustration



Procedure

Step	Action
1	Remove the trim bin by pulling handle (1)
2	then lift it out by grasping the rod (2) and handle (1).

Chapter 3
Make booklets

Change settings

General procedure

Introduction

Changing settings can be performed in two ways. Temporary, which means that the changes will remain until a new job is loaded or permanent, which means that the changes will be stored as a job. This job can later be recalled.

Procedure for temporary changes:

From the Main screen, select the option you wish to change and press the [Enter] button. Confirm changes by pressing the [Enter] button in the next screen.

Procedure for permanent changes:

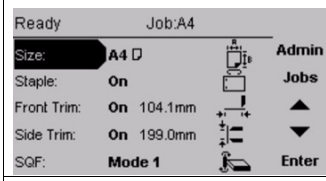
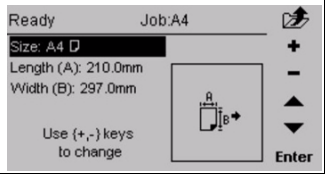
Same procedure as for temporary changes. But, in addition, from the Main screen, press the [Jobs] button to reach the Jobs screen. Select Save if you want to incorporate the change in the current job or Save as... if you want to store the changed job as a new job.

Note: *Choose either of the above mentioned procedures when changing size, stapling, trimming or Square folding as follows.*

Set the paper size

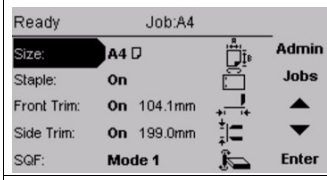
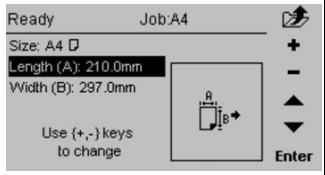
Select standard paper sizes

Procedure

	Description
	From the Main screen, select Size and press the [Enter] button.
	Current Size is highlighted. Press [+] or [-] to scroll within the preset paper sizes. Press [Enter] to select.

Custom paper size

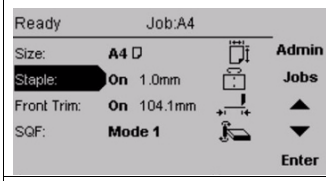
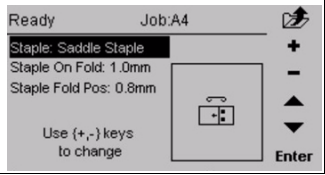
Procedure

	Description
	From the Main screen, select Size and press the [Enter] button.
	Select Length or Width, whichever you wish to change. Press the [+] or [-] button to correct paper size. The paper size can be changed in increments of 0.1mm or approx. 0.01 inches. Press the [Enter] button to confirm. **Note:** *On the Main screen the paper size is shown without the decimal point. The machine has, however, recognized the exact size and set up accordingly, including the decimal point.*

Staple and Fold

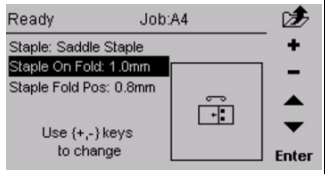
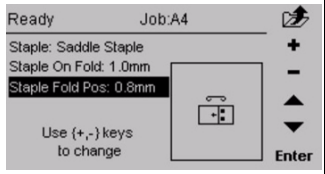
Select stapling mode

Procedure

	Description
	From the Main screen, select Staple and press the [Enter] button.
	With the Staple line highlighted, press [+] or [-] to choose stapling option. Press the [Enter] button.

Adjust staple and fold alignment

Procedure

	Description
	If the booklets exiting the system do not have the staples centered on the fold, or if stapling position is desired on the top or bottom of the spine, that can be adjusted from the control panel. With Staple On Fold highlighted, press [+] or [-] to move staple positioning on the spine. Press the [Enter] button.
Note: *The adjustment can also be done during booklet making.*	
	If the booklet fold line is not in the center of the sheet, or if it is desirable to move the fold line to match the print, that can be adjusted from the control panel. Contrary to the above situation, this adjustment moves both the staple and fold together. With Staple Fold Pos highlighted, press [+] or [-] to move the staple and fold line position. Press the [Enter] button.

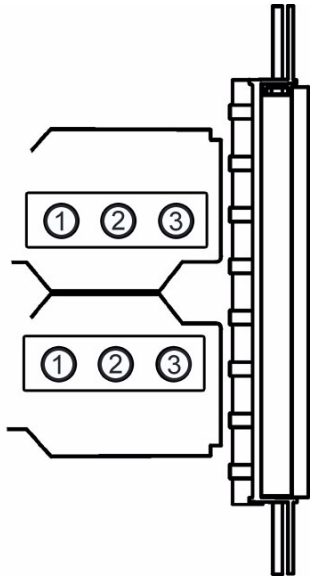
Note: *The stapler heads are fixed in one position and are not, therefore, user adjustable*

Adjust fold quality

Introduction

If the adjustments from the control panel result in inconsistencies or inaccuracies it could be due to paper quality and/or set size. For those cases, it is possible to change the ball configuration in the ball cages in the pre-fold transport. The purpose is to apply adequate pressure on the set to ensure proper alignment against the fold stop before the set is folded. The default configuration for the Booklet maker is with glass balls closest to the outfeed and plastic balls closest to the infeed. Additional replacement steel, glass, and plastic balls are located in the tool box above the fold section. See Ball Configuration Guidelines table.

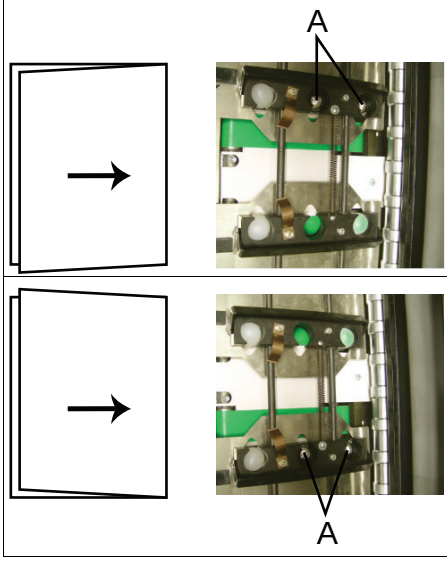
Note: *The table below is meant purely as a guide. Other configurations might work better depending on the characteristics of the paper quality in conjunction with the set size.*



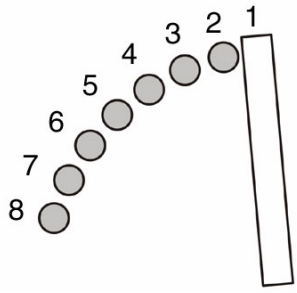
Procedure

Ball Configuration Guidelines	1	2	3
Single large sheets, in fold only mode, with low paper weight/stiffness	-	-	Plastic
Small quantity of sheets, with low paper weight/stiffness	Plastic	-	Plastic
Default configuration	**Plastic**	**-**	**Glass**
Large quantity of sheets	Glass	-	Glass
Large quantity of sheets, with higher paper weight/stiffness	Glass	-	Steel
If markings occur on the center fold when running larger quantities of sheets	Plastic	Plastic	Glass

Procedure

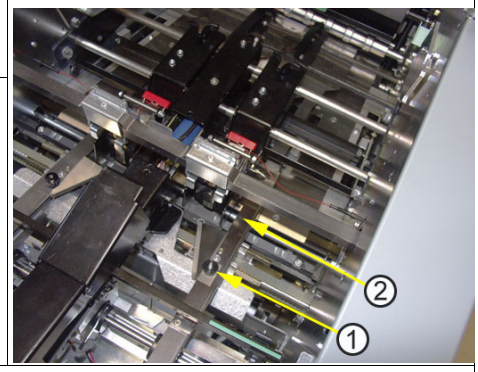
	Description
	Despite the machine being properly adjusted and folding normal 80 g/m^2 sheets perfectly, digitally printed sheets might not be folded straight. That is because digitally printed sheets exhibit different friction properties for printed surfaces compared to unprinted surfaces. The skewing occurs when the sheets are forced in between the fold rollers. Place one or two steel balls (A) asymmetrically to compensate for the skewing, as shown in these photographs.

Procedure

	Description
	In extreme circumstances, when the cover sheet tends to be torn from the rest of the set, this can be rectified by adjusting the Fold Adjust Levers located above the pre-fold transport. There are eight positions for each lever. The topmost notch (1) is the default position. Move the lever notch by notch until performance is satisfactory.

Set up narrow width paper sizes

If setting up narrow width paper sizes such as A5, 5.5x8.5” or CD-size, the side guide extensions (2) must be removed.

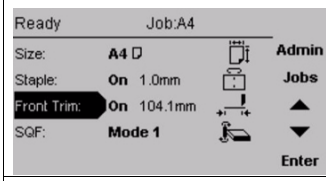
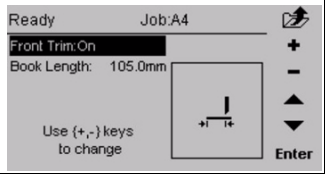
Step	Action	Description
1	Remove thumb screws (1), one on each side guide.	
2	Remove side guide extension (2), one on each side guide.	

Note: *Make sure to re-install the side guide extensions when this job is finished. Otherwise paper jams might occur.*

Trim

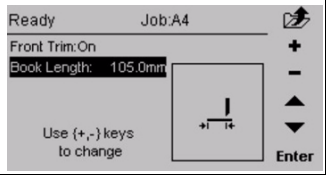
Select trim on or off

Procedure

	Description
	From the Main screen, select Front Trim and press the [Enter] button.
	Press the [+] or [-] button to change Front Trim on or off. Press the [Enter] button

Adjust the cutting margin

Procedure

	Description
	Select Book Length and press the [Enter] button. Press the [+] or [-] buttons to make fine adjustments. The measurement displayed is the width of the finished, trimmed booklet. Press the [Enter] button to confirm.

SquareFold module

General

Introduction

The SquareFold module has five different settings. It can be set to [Auto], [Mode 1], [Mode 2], [Mode 3] or [Off].

In [Auto] mode, the booklet maker detects how many sheets there are in the booklet, and automatically sets the SquareFold module to the correct mode.

Note: *When the SquareFold module is set to [Auto] and the booklet has less than approximately 6 sheets/ booklet, the SquareFold module will bypass the Square folding action, transporting the booklet out to the Belt stacker.*

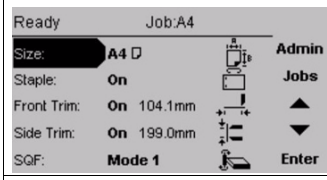
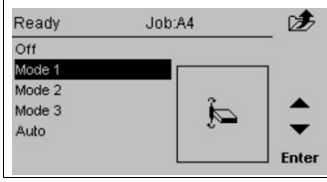
Use the manual modes to override the auto function. There are four different manual modes to select from.

Mode	Description
1	Approximately 6 to 10 sheets.
2	Approximately 11 to 15 sheets.
3	Approximately 16 to 20 sheets.
4	Approximately 21 to 25 sheets.
5	Approximately 26 to 30 sheets. Only for booklets containing 60 - 75 g/m^2 paper. **Note:** *A technical adjustment is required to enable 26 - 30 sheet booklets to run.*

Select [Off] to bypass the SquareFold module

Select the SquareFold module mode

Procedure

	Description
	From the Main screen, scroll down to SQF and press the [Enter] button.
	Select [Auto], [Mode 1], [Mode 2], [Mode 3] or [Off] with the [arrow] button and press the [Enter] button.

Online/Offline

Introduction

The booklet maker can be operated in two modes. Online mode, when used together with the printer, or offline mode, when used for hand feeding.

Offline Mode

1. Make sure the booklet maker is in stand-by mode, i.e. ensure that an online print job is not in progress.
2. Make the necessary settings according to “Changing settings” earlier in this section.
3. The booklet maker is now in stand-by mode and will start automatically when a set is manually fed into the booklet maker.
4. Sets can be fed one at a time into the opening at the left-hand end of the booklet maker.

Online Mode

1. Make the necessary settings according to “Changing settings” earlier in this section.
2. The booklet maker is now in stand-by and will start automatically when a set is fed from the printer.

Rotator module

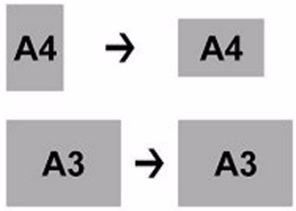
General

Description

To get the highest functionality for multi-format finishers, a rotator module is available that is compatible with many printers.

This rotator is specifically designed in order to improve processing speed in situations where the receiving finisher needs to be fed short edge first. (e.g., when making A5 booklets)
It is possible to readjust the rotator module automatically from Bypass to Rotation mode and vice versa: A4 and Letter are used with the Rotation mode enabled while

A3 and Ledger run in Bypass mode, allowing finishers that can receive mixed jobs to run at maximum speed with a minimum of operator intervention.



The rotator module can be placed directly between a printer and a Booklet maker, or behind a stacker, if present.

Note: *When the rotator is used in a booklet-making configuration, the maximum paper width is 305 mm.*

Installation

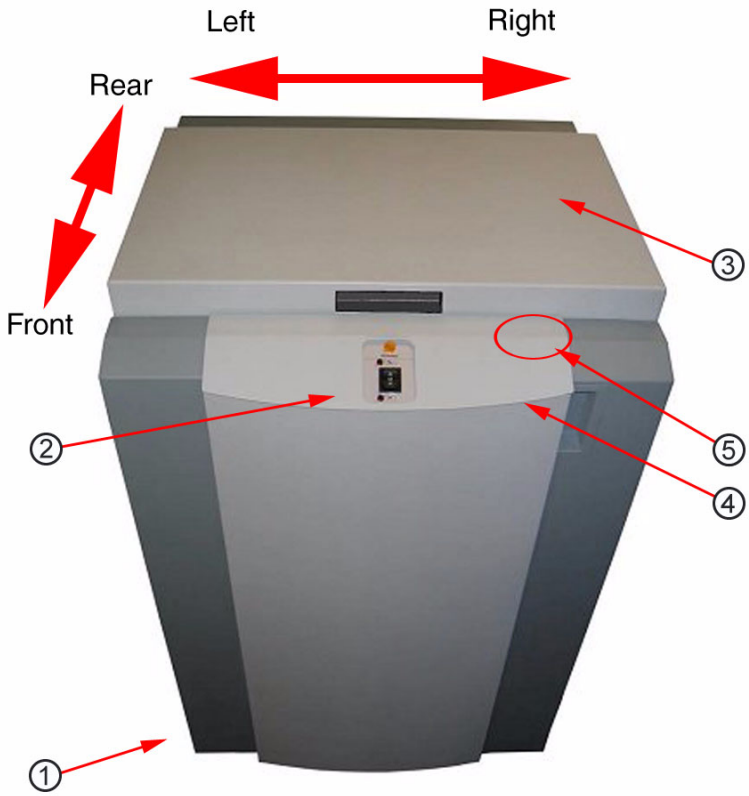
The rotator module has to be installed by qualified technicians, as described in this Manual.

Basic information

Getting to know the rotator module

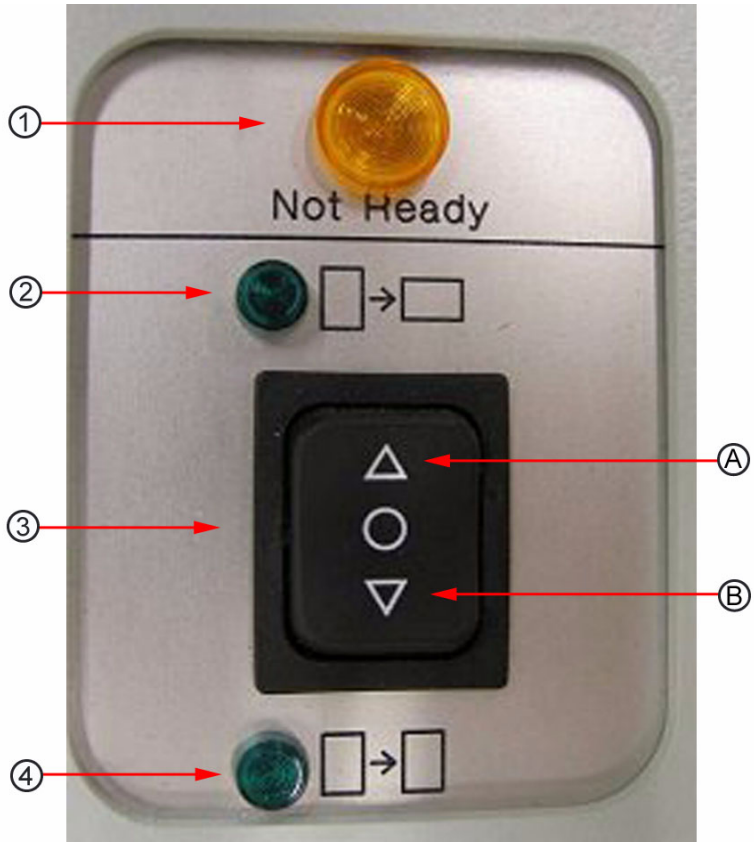
The rotator module can be quickly and easily connected to a printer.

See the picture below to get familiar with the main components of the rotator module.



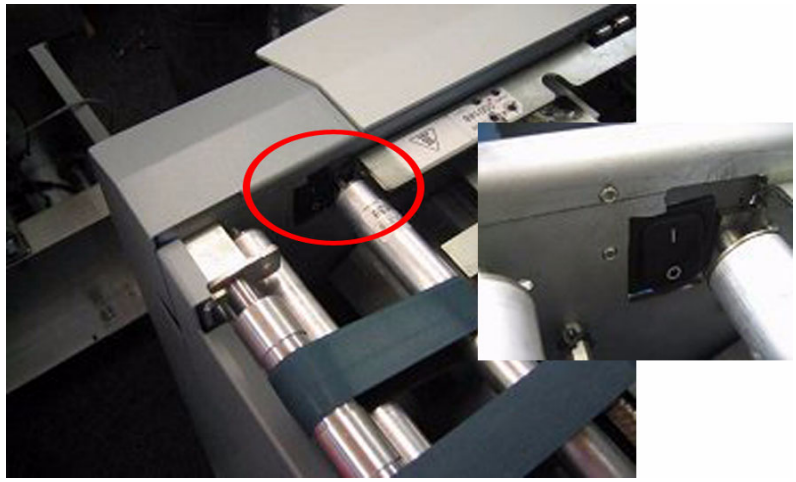
	Description		Description
1	Castors	4	Storage compartment door
2	Control panel	5	On/off switch (inside)
3	Top cover		

Control panel



	Description		Description
1	"Not ready" indicator	4	Bypass mode indicator light
2	Rotator mode indicator light	A	Mode button "Up" ▲
3	Mode control / On- Offline button ■ Auto mode ■ Bypass mode ■ Rotation mode	B	Mode button “Down” ▼

On/off switch (inside)



Basic operation

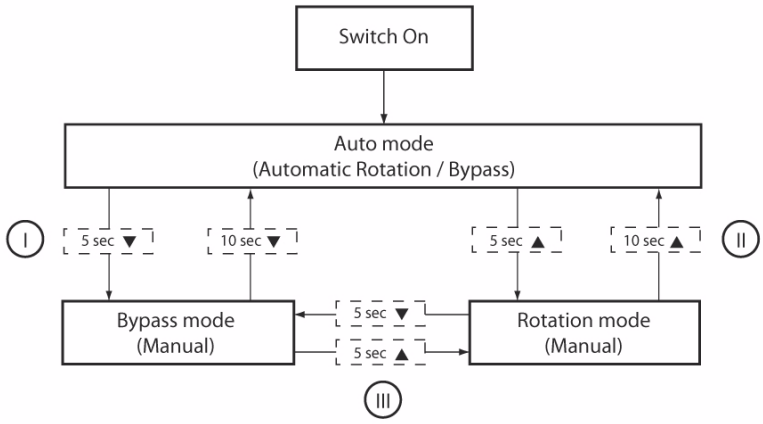
Prepare the rotator module

Introduction

This section explains how to use the rotator module during normal operation. After switching on the rotator module it will operate in Auto mode (Automatic Rotation / Bypass)

Prepare the printer / copier and finishing devices as described in their respective manuals. After switching on the rotator module the printer / copier will decide if the rotator module will run automatically in Rotation or Bypass mode.

Illustration



Select operation mode:

1	**Auto mode**	→	**Bypass mode**
	Press the Mode control button **3B** ▼ for **5** seconds to select the Bypass mode. (Lights (2 & 4) will blink and stop after 5 seconds, then let go of the button)		
	Bypass mode	→	**Auto mode**
	Press the Mode control button **3B** ▼ for **10** seconds to select the Auto mode. (Lights (2 & 4) will blink after 10 seconds, then let go of the button)		
2	**Auto mode**	→	**Rotation mode**
	Press the Mode control button **3A** ▲ for **5** seconds to select the Rotation mode. (Lights (2 & 4) will blink and stop after 5 seconds, then let go of the button)		
	Rotation mode	→	**Auto mode**
	Press the Mode control button **3A** ▲ for **10** seconds to select the Auto mode. (Lights (2 & 4) will blink after 10 seconds, then let go of the button)		
3	**Bypass mode**	→	**Rotation mode**
	Press the Mode control button **3A** ▲ for **5** seconds to select the Rotation mode. (Light 4 will switch over from Bypass mode to Rotation mode)		
	Rotation mode	→	**Bypass mode**
	Press the Mode control button **3B** ▼ for **5** seconds to select the Bypass mode. (Light 2 will switch over from Rotation mode to Bypass mode)		

The 5 and 10 second delays prevent accidental mode changes. After changing the operation mode, always press the Mode button "Up" to confirm "ready".

The rotator module is now ready for use. Make sure to set up other finishing devices according to their respective manuals.

To check the Operation mode of the rotator module, briefly press the Mode control button **3A** . If the lights are flashing then the rotator module will operate in Auto mode. If the lights do not flash then the rotator module will operate in Manual mode.

Storage compartment

Procedure

1. Open the door to access the storage compartment.

2. Store supplies and spare parts for the printing system and finishing devices to make sure they are within reach

See chapter 1, 'Safety', for more information on how to use the storage compartment.

Maintenance

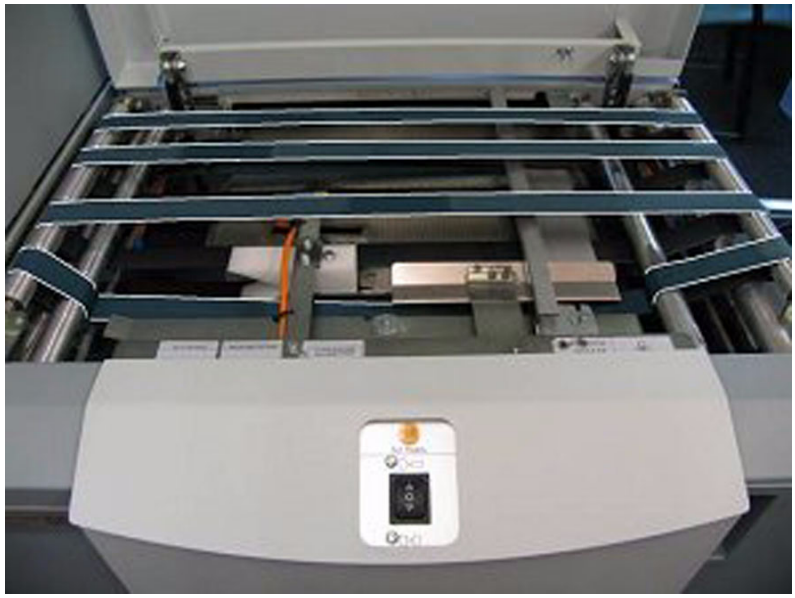
Cleaning

Introduction

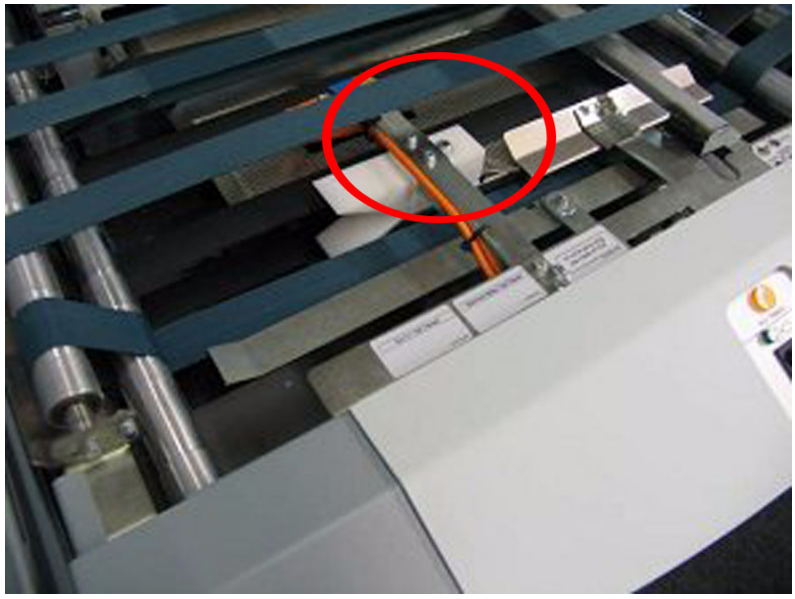
To keep your supplies clean, dust the inside of the rotator module's storage compartment at least once every month and clean it with a moist cloth (Marked area):

Illustration

When finished sets have a slight mark or dust on them, clean the rotator module's belts with a moist cloth. The marked area shows only the visible part of the belts, so turn the belts and make sure to clean all surfaces carefully.



Sheets / sets are rotated by clamping one corner. If a clearly visible dot appears on the paper, clean both sides of the clamping mechanism.



Problem solving

"Not Ready" Status indicator

The "Not Ready" indicator blinks if an error has occurred in the rotator module, or in one of the finishers placed behind the rotator module.

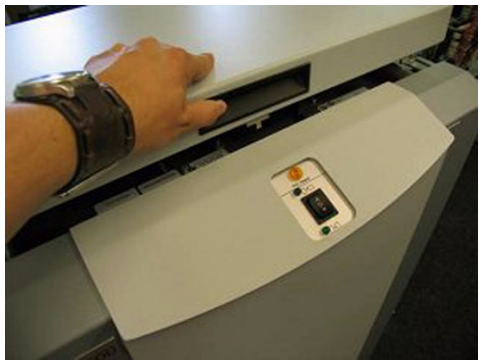
Generally, "Not Ready" messages are displayed on all finishers before the finisher having the error. This means that when an error occurs, it must be solved on the finisher last in line first. If no additional errors are detected in the rotator module, and all errors in finishers behind the rotator module are solved, the rotator module will automatically assume the "Ready" position, and will communicate correspondingly to the printer or other finishers before the rotator module.

In short, this means that errors only need to be solved in the module actually having the error. All other modules will automatically detect when an error in another module has been cleared.

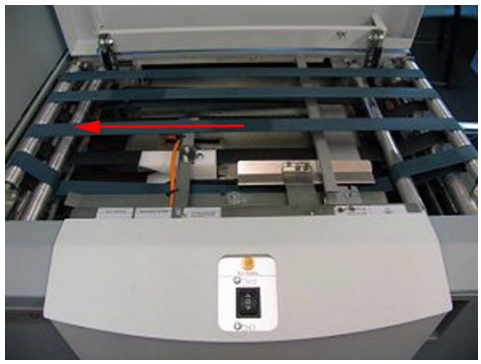
Clear paper jams

Procedure

1. Open the top cover



2. Pull the upper transporter belts towards the paper infeed (see arrow).
   The jammed paper will move towards the paper output.



   If paper cannot be moved towards the paper output, try to pull it out carefully between the belts.
   After clearing a paper jam always check if the belts, including the drive belt (to the belt motor) are in place.
3. Close the top cover

Chapter 4
System administration

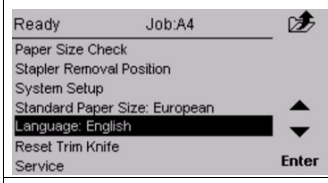
The Admin screen

Language

Before you begin

From the main screen, press the [Admin] button to get to the admin screen. Here you will find additional features and settings.

Procedure

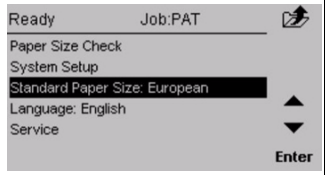
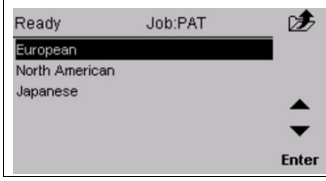
	Description
	From this screen you can change the language in the user interface. Select Language and press the [Enter] button.
	Select desired language with the [arrow] buttons and press the [Enter] button.

Size standard

Before you begin

From the Main screen, press the [Admin] button to get to the admin screen. Here you will find additional features and settings.

Procedure

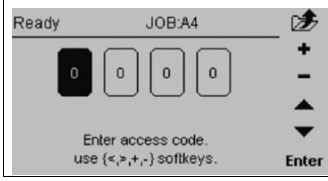
	Description
	From this screen you can change the paper size standard. By changing the paper size standard the preset paper sizes are altered to best fit your regional standard. Also, the units will change between millimeters and inches accordingly. Select Size Standard and press the [Enter] button.
	Select the desired standard and then press the [Enter] button.

Service

Before you begin

From the main screen, press the [Admin] button to get to the admin screen. Here you will find additional features and settings.

Procedure

	Description
	The screen to access Service is for authorized service personnel only and is password protected.

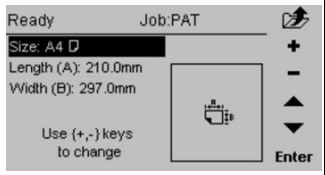
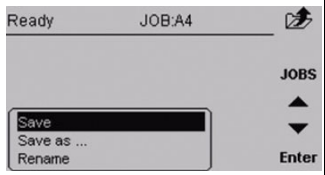
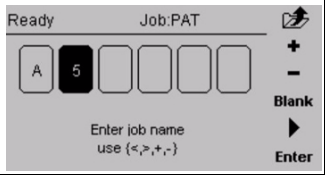
Chapter 5
Job control

Store a job

Introduction

The booklet maker has a maximum storage capacity of 10 different jobs.

Procedure

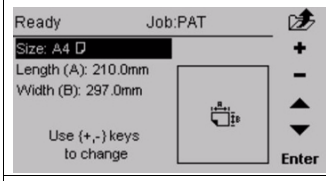
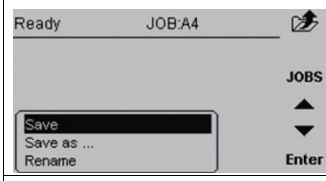
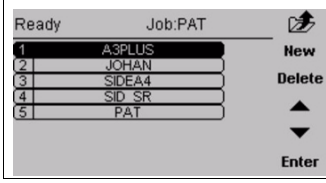
	Action
	Change all settings according to section 2 for a particular job. Now the changes are just temporary. You can run the system with these changes but as soon as you change something again the previous settings will be lost. To store the settings, press [Jobs] from the Main screen.
	Now you have three choices: ■ Save ■ Save as... ■ Rename Choosing Save will overwrite the current Job. The Current Job name is displayed at the top of the screen. Choosing Save as... gives you the option to save it as a new job or overwriting another job. Choosing Rename will overwrite the Current Job (if changes were made). This is the same as the Save option, but now you have the option of entering or changing the name for the current job.
	This screen is displayed if Rename is Entered from the Jobs screen. Press [+] or [-] to change the highlighted character. Press [Blank] for no character. Move the cursor by pressing the [Arrow]. Press [Enter] when done.

Recall a job

Introduction

The booklet maker has a maximum storage capacity of 10 different jobs.

Procedure

	Action
	To recall a stored job press the [Jobs] button from the main screen..
	Then press the [Jobs] button from the jobs screen.
	Select one of the previously stored jobs from the list. Press the [Enter] button to recall the job. This job is now uploaded and becomes the current job.

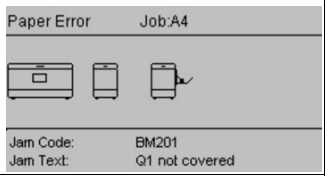
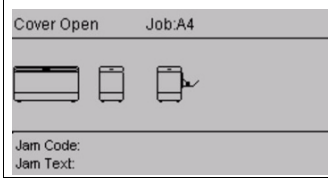
Chapter 6
Clear a paper jam

General

Introduction

If an error such as a paper jam should occur, it is indicated on the booklet maker display. The nature of the fault is generally displayed in clear text at the top. In the center of the display the diagram shows in which module the error has occurred. At the bottom of the display, usually an error code is displayed and a text explaining the error. See examples below.

Procedure

	Description
Flashing symbol 	Jams in the booklet maker are indicated by a square shaped symbol flashing in the display.
Top cover highlighted and flashing 	If one of the top covers is open, the symbol on the screen shows the top cover flashing.

Booklet maker

To clear a paper jam in the infeed or staple area

1. Open the top cover.
2. Remove jammed sheets.
3. Close the top cover.

To clear a jam indicated in the folding area

1. Open the top cover.
2. Close top cover.

If a jam still remains (1)

1. Switch off the Power.
2. Switch on the Power.

If a jam still remains (2)

1. Switch off the Power.
2. If a trimmer is installed, first remove the Trim Bin to get access to the fold stop. This gives you access underneath the trimmer, where you can pull down the fold stop.
3. Remove jammed sheets.
4. Push the fold stop back into the upper position.
5. Replace the Trim Bin, if the Trim Bin was removed.
6. Switch on the Power.

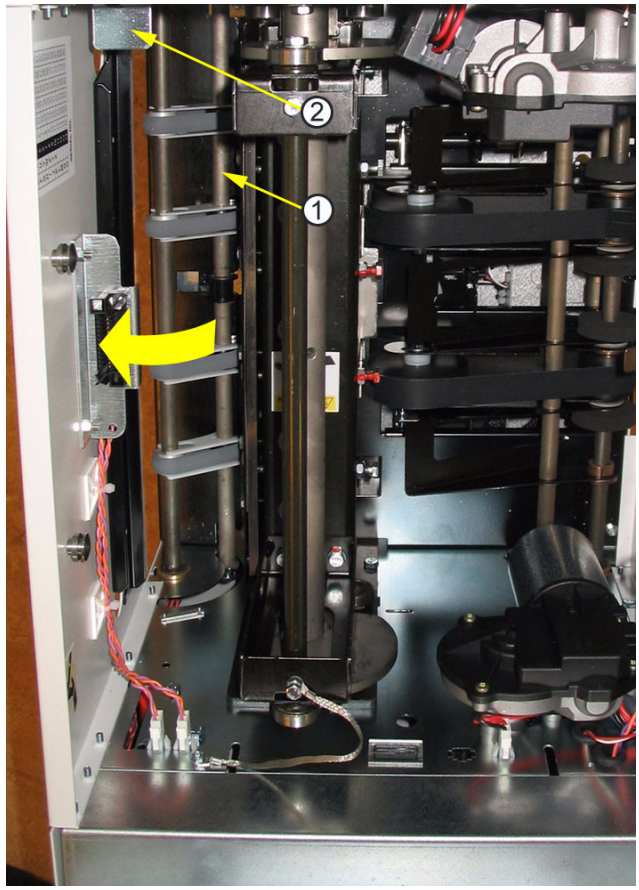
Trimmer input area

Introduction

The upper trimmer blade on the trimmer is protected by a knife protection plate that moves away during the cutting stroke. Jams can occur in the input area or the exit area.

Caution: Never put fingers or other parts of the body between the upper and lower trimmer knives.

Illustration



Procedure

1. Lift up the infeed roller shaft (1).
2. Secure under latch (2)
3. Remove the jammed sheets in the infeed area.
4. After the jammed sheets are removed, lift up the latch (2) and place the infeed roller shaft in the operating position.

Trimmer exit area

Introduction

The upper trimmer blade on the trimmer is protected by a knife protection plate that moves away during the cutting stroke. Jams can occur in the input area or the exit area.

Caution: Never put fingers or other parts of the body between the upper and lower trimmer knives.

Illustration

Procedure

1. Lift the exit compression brackets (1).
2. Secure them under the latch (2).
3. Remove the jammed sheets from the exit area.
4. After the jammed sheets are removed, lift up the latch (2) and place the compression brackets in the operating position.

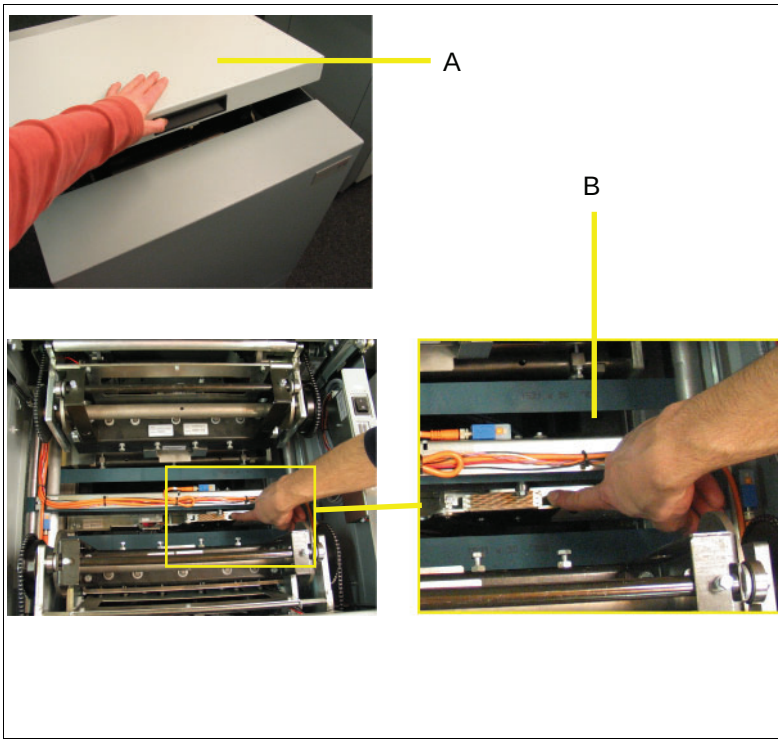
Two-side Trimmer

Introduction

The upper trimmer blade on the trimmer is protected by a knife protection plate that moves away during the cutting stroke. Jams can occur in the input area or the exit area.

Caution: Never put fingers or other parts of the body between the upper and lower trimmer knives.

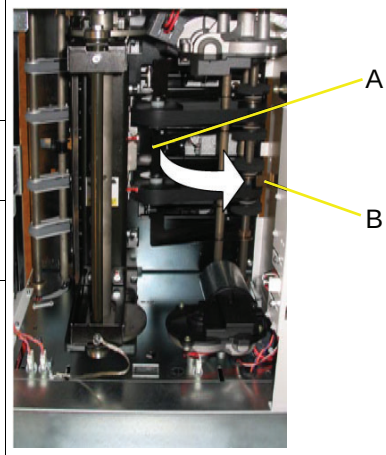
Clearing a Paper Jam



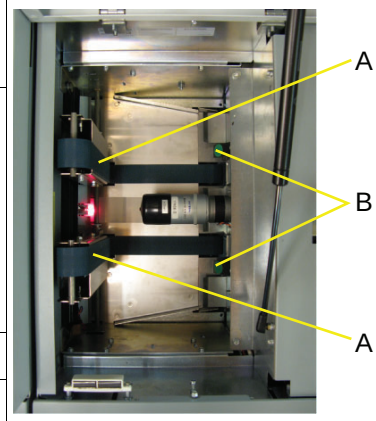
Clearing jams inside the Two-side Trimmer

Step	Action
1	Open the top cover (A).
2	Close the top cover (A).
3	The system will automatically try to empty the machine.
4	If the paper jam is not resolved, open the top cover (A) and turn off the machine.
5	Push the Trimmer Stop (B) down and push the booklet towards the exit.
6	Turn the machine on
7	Close the top cover (A): the system will automatically empty the machine.

Clearing jam at the input area of the Two-side Trimmer

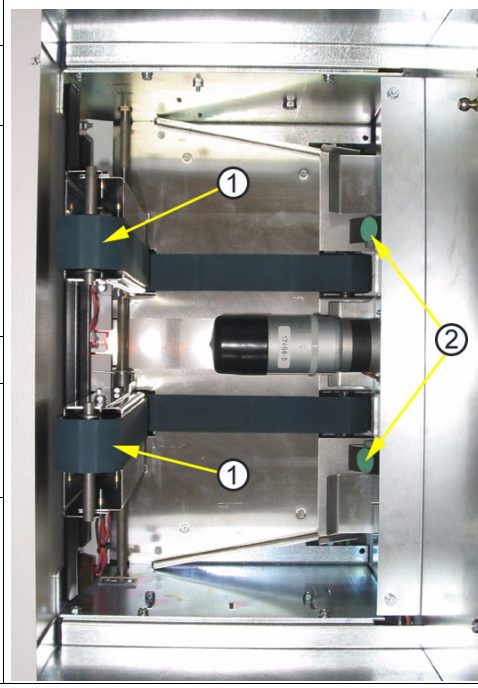
Step	Action	Description
1	Open the top covers of the Two-Side Trimmer and the Trimmer	
2	Turn off the Two-Side Trimmer.	
3	Push the paper jam in the Two-Side Trimmer towards the input area. The paper will move into the Trimmer.	
4	Lift the exit compression brackets (A).	
5	Secure them under the latch	
6	After the jammed sheets have been removed, lift up the latch (B) and place the compression brackets in the operating position.	
7	Turn on the the Two-side Trimmer.	
8	Close both top covers	

Clearing jam at the exit area of the Two-side Trimmer

Step	Action	Description
1	Open the top covers of the Two-Side Trimmer and the SquareFold	
2	Turn off the Two-Side Trimmer.	
3	Push the paper jam in the Two-Side Trimmer towards the exit area. The paper will move into the SquareFold.	
4	Lift up both upper feed belts (A). **Note:** *Press the green-labeled latches (B) to release.*	
5	Remove the jam.	
6	Place the upper feed belts in their normal position	
7	Turn on the the Two-side Trimmer.	
8	Close both top covers	

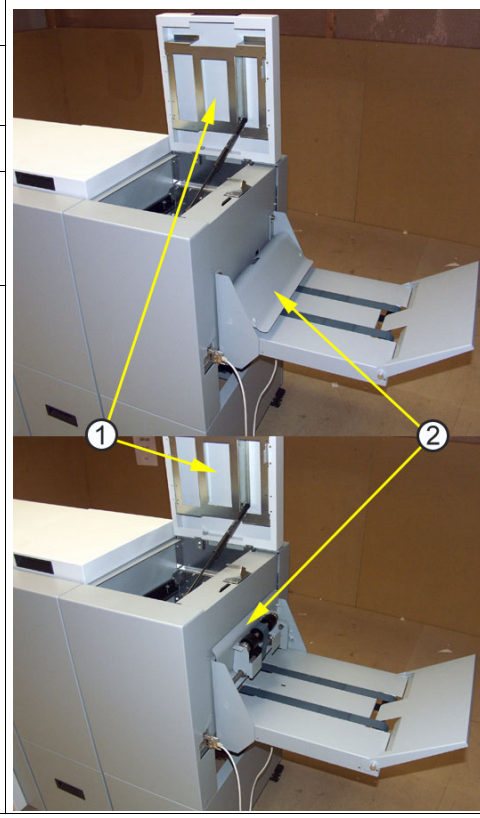
SquareFold Module

Procedure

Step	Action	Description
1	Open the top cover.	
2	Lift up both upper feed belts (1).	
	Note: *Press the green-labeled latches (2) to release.*	
3	Remove the jams.	
4	Place the upper feed belts in the normal position.	
5	Close the top cover.	

SquareFold Module exit area

Procedure

Step	Action	Description
1	Open the top cover (1).	
2	Lift up the Belt Stacker Cover (2).	
3	Remove the jam.	
4	Place the Belt Stacker Cover in the normal position.	
5	Close the top cover.	

Chapter 7
Troubleshooting

Fault codes

General

Introduction

When there is a jam or fault condition in the booklet maker system, a message will be displayed on the booklet maker. (see '*Booklet maker' on page 69*). Some faults can be rectified by the operator and some faults only by an authorized technician.

Fault codes that generally can be rectified by the operator:

Location	Error code
Booklet maker:	BM-2XX to BM-4XX
Trimmer:	TR-2XX to TR-5XX
Two-side Trimmer:	STR-100 to STR-150
SquareFold module:	SQF-2XX to SQF-5XX
Along with the fault code, a brief description is also provided on the display.	

Note: *If procedures in this manual do not rectify the problem an authorized technician will be needed.*

Booklet maker fault codes

Check Staples

This message will be displayed when a staple cartridge is empty or when stapling could not be performed. Check in the following order:

- If staple cartridges are OK; remove the set and check that the number of sheets is within specifications.
- If staple cartridges are OK and the set is within specification, remove and check stapler head according to section 1 Basics.
- If a staple cartridge is empty, replace according to section 1 Basics.

Note: *The staple cartridge contains far more than 5000 staples. So it is normal that the cartridge still holds about 500 staples when replacement is due.*

Booklet quality fault

Booklet Quality

- If booklet quality is inconsistent, first make sure the actual paper size matches the paper size set on the control panel. If that is perfectly correct, (see *'Adjust fold quality' on page 35*).
- If booklet quality is consistently poor such as staples not aligned with the fold or staple and fold line do not match the print, (see *'Adjust staple and fold alignment' on page 34*).
- If the cover of the booklet tends to be torn from the set, (see *'Adjust fold quality' on page 35*).

Trimmer fault codes

Trim Bin Full

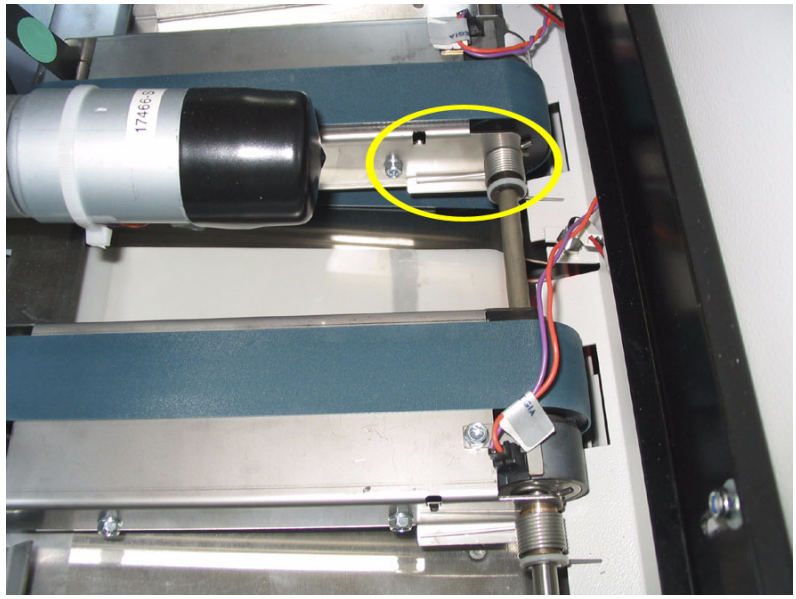
This message will be displayed when the trim bin is full or when a trim strip is prevented from falling down into the trim bin.
Empty the trim bin and remove loose trim strips from inside the trimmer. (see '*Empty the trim bin*' on page *28*).

SquareFold module fault codes

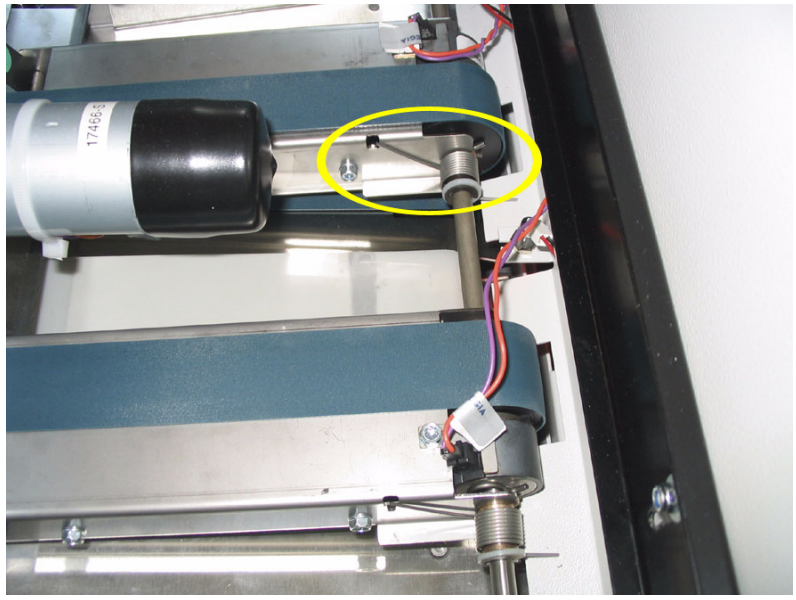
Feed Errors

If feed errors occur, the feed belts need to be cleaned or the pressure on the upper feed belts needs to be increased. To clean the feed belts, (see *'SquareFold module' on page 97*). To increase the pressure on the upper feed belts follow this procedure.

Step	Action
1	Open the top cover.
2	Place both springs in the upper position.
3	Close the top cover.



[88] Spring in normal position



[89] Spring in upper position

SquareFolding quality

If the booklets are not square folded properly, especially regarding heavier booklets, do the following:

- Perform action according to above.
- Clean the clamps according to Cleaning Square Folding Clamps, (see *'SquareFold module' on page 97*).

Chapter 8
General remarks

Do’s and don’ts

Introduction

- Always follow all warnings marked on, or supplied with, the equipment.
- Always exercise care in moving or relocating the equipment.

Caution: - Unplug the power cord from the wall outlet and machine before you move or relocate the equipment.
- Do not remove the covers or guards that are fastened with screws.
- Do not override or bypass electrical or mechanical interlock devices.
- Do not operate the equipment if you notice unusual noises or odors.
Disconnect the power cord from the power source and call your authorized technician to correct the problem.

Attention: This is a Class A product. In a domestic environment, this product may cause radio interference in which case the user may be required to take adequate corrective measures.

Rules

Note: *The domestic environment is an environment where the use of broadcast radio and television receivers may be expected within a distance of 10 m (33 ft) of the apparatus concerned.*

- Do not put fingers or other parts of the body between the upper and lower trimmer knives.
- Do not switch off the power while the machine is running. Make sure the machine cycle has ended.
- Do not open covers while the machine is running.
- Do not move machine while the machine is running.
- Do not make arbitrary changes to the machine

Rotator module

- **Do not** connect power to the Rotator module when it's not mechanically connected to the printer or a finisher that is already connected to the printer.
- **Do not** operate the Rotator module when it's not mechanically connected to the printer or a finisher that is already connected to the printer.

The storage compartment of the Rotator module is for storage of normal supplies only.

- **Do not** store powered electrical devices in the storage compartment.
- **Do not** store heat sources, hot materials, flammable or explosive materials in the storage compartment.
- **Do not** use the Rotator module in any way as a stand or ladder.
- **Do not** store magnets or magnetic devices in the storage compartment.
- **Do not** store materials with excessive weight inside the storage compartment.
- **Do not** store fluids or gasses or their empty containers inside the storage compartment.

Place the machine

Caution: Improper grounding of the equipment can result in electrical shock.

Machine environment

- Always locate the equipment on a solid support surface with adequate strength for the weight of the machine.
- Always keep magnets and all devices with strong magnetic fields away from the machine.

If the place of installation is air-conditioned or heated, do not place the machine where it will be:

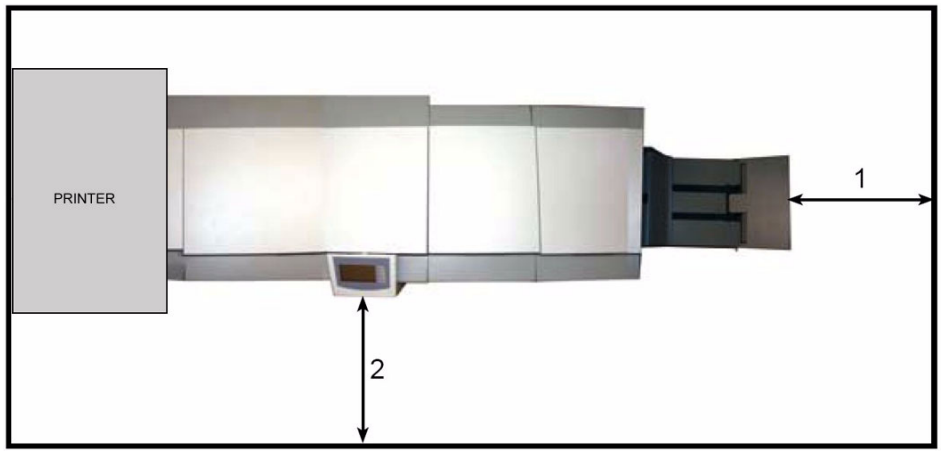
- Subjected to sudden temperature changes.
- Directly exposed to cool air from an air-conditioner.
- Directly exposed to heat from a heater.

Power connection

- **Always** connect the equipment to a properly grounded power source. If in doubt, have the power source checked by a qualified electrician.
- Improper grounding of the equipment can result in electrical shock.
- **Never** connect the machine to a power source that lacks a ground connection terminal.

Access to machine

Place the machine near the power source, providing clearance as shown.



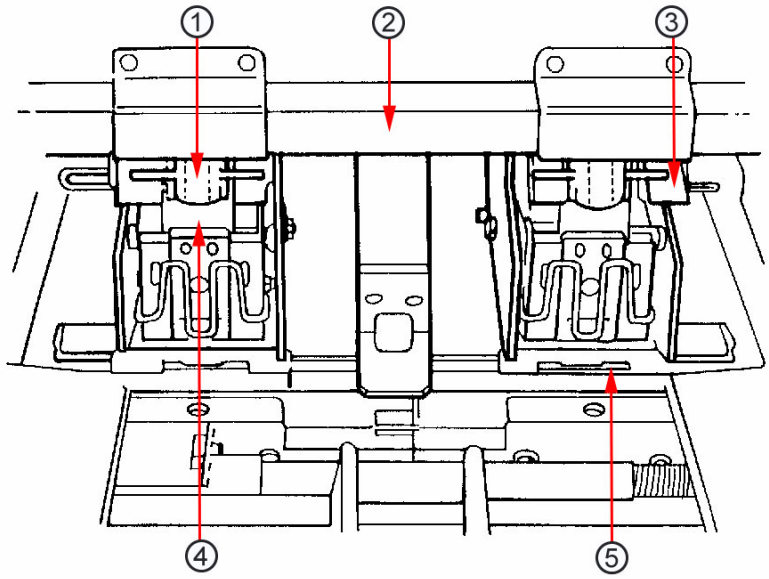
Number	Description
1	Right: more than 400 mm / 15 3/4”
2	Front: more than 555 mm / 21 7/8”

Maintain the machine

Booklet maker

Attention: Never attempt any maintenance function that is not specifically described in this documentation.

Lubricate staplers and clinchers



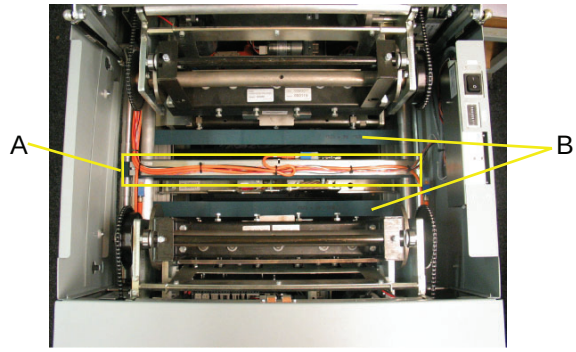
PART	FREQUENCY	PART LOCATION
(1) Drive post	Every 20,000 booklets	Staple cartridge (grease)
(2) Stapler drive bar	Every 20,000 booklets	Above the stapler head (grease)
(3) Stapler lift bracket	Every 20,000 booklets	Above the stapler head (grease)
(4) Staple driver	Every 20,000 booklets	Staple driver (thin oil)
(5) Clincher	Every 20,000 booklets	Beneath the stapler head assembly (thin oil)

Two-side Trimmer

Introduction

The feed belts need to be cleaned regularly when in use, and when the unit has not been used for a period of time. How often this should be done depends on the paper type and print quality.
An increasing number of jams is one indication of the need to clean the feed belts.
Clean the feed belts with water and a lint free cloth.

Cleaning feed belts

Step	Action	Description
1	Set the finished size of the Two-side Trimmer to 330mm	
2	Turn the Two-side Trimmer off.	
3	Clean the upper belt (A). The upper belt can be easily rotated in either direction.	
4	Clean the lower belts (B). The lower belts can be easily rotated in either direction by pulling them.	
5	Place the upper belts in their normal position.	
6	Switch the Two-side Trimmer on.	
7	Close the top cover.	

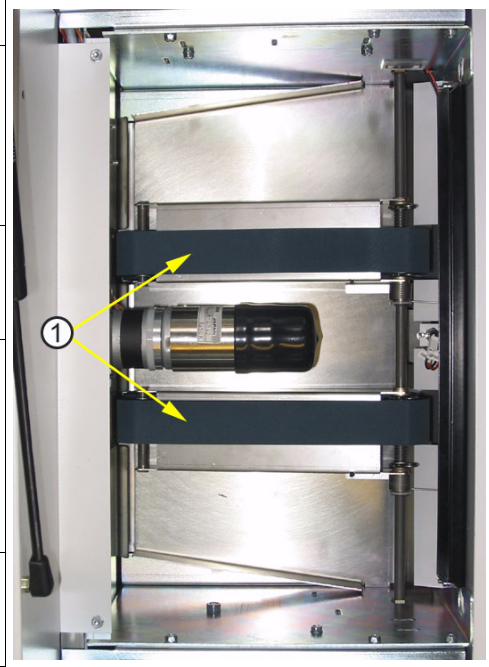
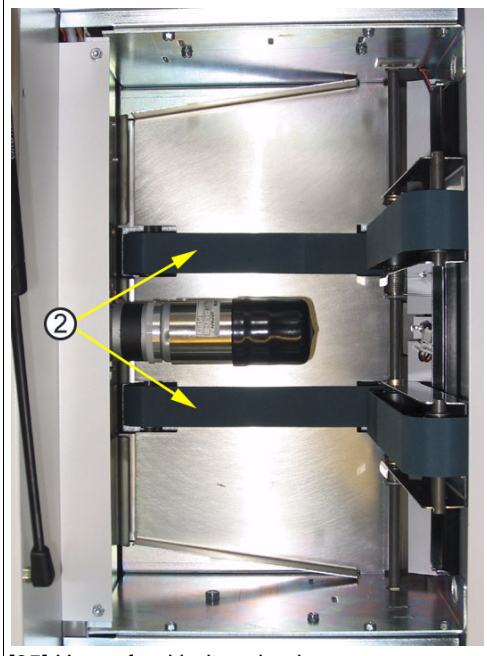
SquareFold module

Introduction

The feed belts need to be cleaned regularly when in use, and when the unit has not been used for a period of time. How often this should be done, depends on the paper type and print quality.
An increasing number of jams is one indication of the need to clean the feed belts. Clean the feed belts with water and a lint free cloth.

Attention: Never attempt any maintenance function that is not specifically described in this documentation.

Clean the feed belts

Step	Action	Description
1	Open the top cover.	 [94] Upper feed belts in normal position
2	Clean the upper feed belts (1). The upper feed belts can be easily rotated in either direction.	
3	Lift up the upper feed belts to access the lower feed belts.	
4	Clean the lower feed belts (2). Rotate the lower feed belts towards the outfeed side for complete cleaning.	
5	Place the upper feed belts in the normal position.	
6	Close the top cover.	 [95] Upper feed belts raised

Clean Square Folding Clamps

Clean off any silicon residue from upper and lower clamps (1), which is the area clamping/contacting the booklet. Pay special attention to the right angled corners of the clamp profiles.

Chapter 9
Specifications

Machine Specifications

Booklet maker

Basic Specifications		
	Specifications	**Remarks**
Speed (Online usage)	Maintains printer speed	Production (in number of booklets per hour) depends on number of sheets per booklet.
Maximum Speed	3000 booklets/hour (A4 / 8 1/2 x 11” sheets)	
Paper Size (Minimum) Online	Width 208 mm / 8 3/16” Length 248 mm / 9 3/4”	Except VarioPrint 6000 series and bizhub PRO 1600P/2000P/2500P: Width 203 mm / 8”; Length 248 mm / 9 3/4”
		Except CPS800/900: Width 203 mm / 8”; Length 267 mm / 10 1/2”
Paper Size (Maximum) Online	Width 305 mm / 12” Length 457 mm / 18”	Except VarioPrint 6000 series and bizhub PRO 1600P/2000P/2500P: Width 305* mm / 12”; Length 470 mm / 18 1/2”
		Except CPS800: Width 210 mm / 8 1/4”; Length 297 mm / 11 3/4”
		Except CPS900: Width 305 mm / 12”; Length 457 mm / 18”
Paper Size (Minimum) Hand-feeding only	Width 120 mm / 4 3/4” Length 210 mm / 8 1/4”	
Paper Size (Maximum) Hand-feeding only	Width 305* mm / 12” Length 470 mm / 18 1/2”	
Paper Weight	60 gsm/16 lb. Bond - 300 gsm/172 lb. Index / 115 lb.	

Basic Specifications		
Input / Output Sheets	1 – 25 Sheets (80 gsm / 20 lb. Bond, or equivalent)	Stapled
Input / Output Sheets	1 Sheet	Folding only
Hand feeding	Possible	
Weight	161 kg / 354 lb	Including Conveyor Stacker
Dimensions (L x H x D)	1540 x 1135 x 680 mm / 60” x 45” x 27”	Including Conveyor Stacker
Power Source	100 / 110 / 127 / 220 / 230 / 240 VAC 50-60Hz	+/- 10%
Power Consumption	800 W or less	Continuous Operation for Booklet maker + Trimmer + SquareFold module
The machine design and specifications are subject to change without notice.		

Note: ** When the SquareFold module is **not** included in a booklet-making configuration, the maximum paper size increases to 320 mm / 12 5/8" x 470 mm / 18 1/2"*

Trimmer BLT6289 / BLT6789 (option)

	Specifications	Remarks
Speed	Maintains printer speed	
Minimum trimming	*4 mm / 0.16 in	
Maximum trimming	16 mm / 0.63”	
Paper Weight (Minimum)	Same as Booklet maker	
Paper Weight (Maximum)	Same as Booklet maker	
Input / Output Sheets	Same as Booklet maker	
Hand feeding	Possible	(Together with Booklet maker)
Weight	83 kg / 183 lb	
Dimensions (L x H x D)	350 x 1100 x 595 mm / 13 3/4" x 43 1/3” x 23 1/2”	
Power Source	From Booklet maker	
The machine design and specifications are subject to change without notice.		

* Maximum width of the finished, trimmed booklet is 220 mm (8 5/8”). When trimming SRA3 (450 mm) booklets, the minimum trim is 5 mm. When trimming 18” (457 mm) booklets, the minimum trim is 9 mm.

SquareFold module SFM6204 / SFM6704 (option)

	Specifications	Remarks
Speed	Maintains printer speed	
Paper Weight (Minimum)	Same as Booklet maker	
Paper Weight (Maximum)	Same as Booklet maker	
Input / Output Sheets	Same as Booklet maker	
Hand feeding	Possible	(Together with Booklet maker & Trimmer)
Weight	60 kg / 132 lb	
Dimensions (L x H x D)	350 x 1100 x 595 mm / 13 3/4" x 43 1/3” x 23 1/2”	
Power Source	From Booklet maker	
The machine design and specifications are subject to change without notice.		

Rotator RTM6240 (option)

	Specifications	Remarks
Speed	Maintains printer speed	
Paper Size (Minimum)	Same as Booklet maker	
Paper Size (Maximum)	Same as Booklet maker	
Paper Weight (Minimum)	Same as Booklet maker	
Paper Weight (Maximum)	Same as Booklet maker	
Input / Output Sheets	Same as Booklet maker	
Hand feeding	Not possible	
Rotation enabled	A4 or Letter sizes only	All other sizes are bypassed
Weight	100 kg / 220 lb	
Dimensions (L x H x D)	680 x 1100 x 700 mm / 27” x 43 1/3” x 28”	
Power Source	220 - 240 VAC 50Hz	+/- 10%
	or 100 - 127 VAC 60Hz	+ 6% / - 10% For USA (and similar voltage countries) only
Power Consumption	460W or less	
	or 360W or less	For USA (and similar voltage countries) only
The machine design and specifications are subject to change without notice.		

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