

# BOOKLET MAKER BM 61

## Operating Instruction

### Booklet Maker Reference





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# 1. Introduction

The Plockmatic BM 61 automatic Booklet Maker combines features from large and advanced systems into one compact unit designed to meet the highest demands for productivity, safety and ease of operation.

## 1.1 Safety notices

**Prior to start up – read the Operator Manual and observe the safety notes!**

Please forward all safety instructions to other users of this machine.

### 1.1.1 Notation conventions

Whenever necessary, the following points for attention are indicated in this manual.

**WARNING:**

This remark in the text means a potential danger of injuries to the operator.

**CAUTION:**

This remark in the text means a potential risk of machine damage.

**NOTE:**

This sign refers to remarks for making the operation much easier. You get practical hints to assist you in the machine operation.

### 1.1.2 General safety

The following points are brought to the attention of the user of this unit:

1. This machine was manufactured according to the latest technical development and the recognized safety regulations. Nevertheless, the usage of this system could pose dangers to the operator's life and limb or impair the machine functions.
2. This machine is destined for specific purpose only. Any use going beyond this specific purpose is regarded as beyond the determination. The manufacturer will not be liable for damages resulting from any use beyond the determination, unallowed operation, respectively. The user alone bears the risk.
3. For your own safety please observe the information labels on your machine and the hints given in the text.
4. The manufacturer will not be liable for modifications made at the machine on your own and damages resulting thereof.  
EC declaration of conformity and the mark CE will be invalidated, if you make changes at the machine or at the individual components.
5. For all questions concerning service and repair contact your sales representative in charge.
6. The machine is to be used only by authorized and instructed persons. The responsibilities on operating the machine have to be strictly laid down and observed so that there are no unclear competences regarding safety aspects.
7. The operator's manual always has to be available at the PLACE OF USE of the machine.
8. In the interest of technical development the company reserves the right to make alterations to specifications without prior notice!

**WARNING:** It is the duty of the service staff to correctly instruct the operator and to point out specific dangers and possible operating errors.

**NOTE:** The indications like front and rear, left and right refer to the paper transport direction.

### 1.1.3 Operational safety

Attention to the following notes ensures the continued safe operation of your equipment.

**Always** connect the equipment to a properly grounded power source receptacle. In doubt, have the receptacle checked by a qualified electrician.

**WARNING:** Improper connection of the equipment grounding conductor can result in electrical shock.

**Always** follow all warnings marked on, or supplied with, the equipment.

**Always** locate the equipment on a solid support surface with adequate strength for the weight of the machine.

**Always** exercise care in moving or relocating the equipment.

**Always** keep magnets and all devices with strong magnetic field away from the machine.

**Never** use a ground adapter plug to connect the equipment to a power source receptacle that lacks a ground connection terminal.

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

**Never** remove the covers or guards that are fastened with screws.

**Never** install the unit near a radiator or any other heat source.

**Never** override or “cheat” electrical or mechanical interlock devices.

**Never** operate the equipment if you notice unusual noises or odours. Disconnect the power cord from the power source receptacle and call your customer service engineer to correct the problem.

### 1.1.4 Safety notes

- Preserve this operator manual carefully for later use.
- Lay the power cord in a way that nobody will stumble over it. Do not place things on the cord.
- The machine should be protected against humidity.
- The vent holes serve for air circulation to protect the machine from overheating. Make sure that the holes are not covered.

**WARNING:** Objects or liquids must never penetrate the machine → Danger of life!

**WARNING:** Pull mains plug before cleaning and care!

**WARNING:** Observe the legal regulations of the local institutions concerning protective clothing and preventive measures.

Keep your hands off moving, rotating or cutting assemblies.

Wear proper protection for the head (e.g. hairnet) to prevent dangers caused by loosely hanging hair.

Pieces of jewellery, wristwatches or other comparable objects must not be worn during operation due to possible dangers.

**NOTE:** If the machine is not used over an extended period it should be unplugged to prevent damage in the case of overload.

- Do not use any fluid or aerosol purifier.  
The best suitable for cleaning is a slightly moistened cloth.
- In the case of the following conditions the machine must be unplugged and checked by a qualified service technician:
  - a) Power cord or plug damaged.
  - b) Liquid has penetrated the machine.
  - c) The machine has been exposed to moisture.
  - d) The machine is not working according to the operator's manual and no improvement has been brought about with the help of the manual.
  - e) The machine has been dropped and/or the housing damaged.
  - f) The machine is showing clear signs of defects.
- For repair use only the original spare parts or those spare parts that correspond to the original parts.
- For all questions concerning service and repair contact your SALES representative in charge. In this way the operating safety of the machine is ensured.



### 1.1.5 Safety measures when using the belt stacker

**WARNING:** If the Belt Stacker is used and the machine is placed on a Base, the Tip Protection bars must be installed. They are indicated in the picture below.



## **2. Installation**

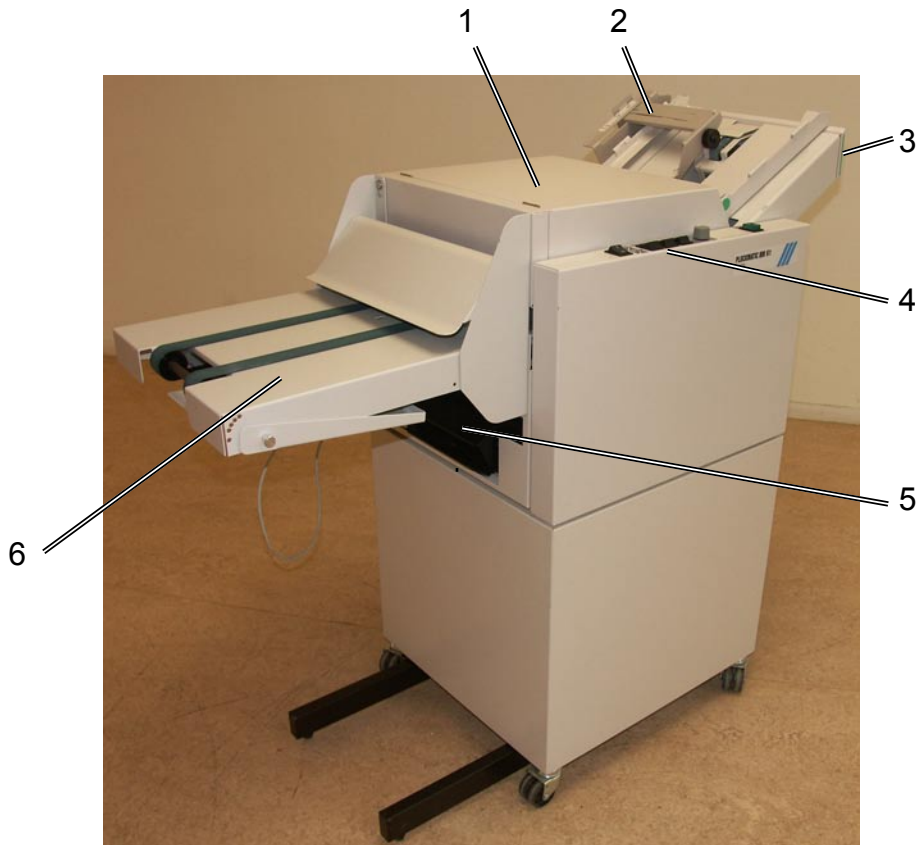
### **2.1 Installation**

1. Attach the power cord to the Booklet Maker.
2. Attach the connection cable between the Booklet Maker and the Collator.
3. Roll the Booklet Maker up against the Collator make sure that the Collator studs enter the Docking Bracket on the Booklet Maker for the correct paper size.

## 3. Getting to know the Booklet Maker

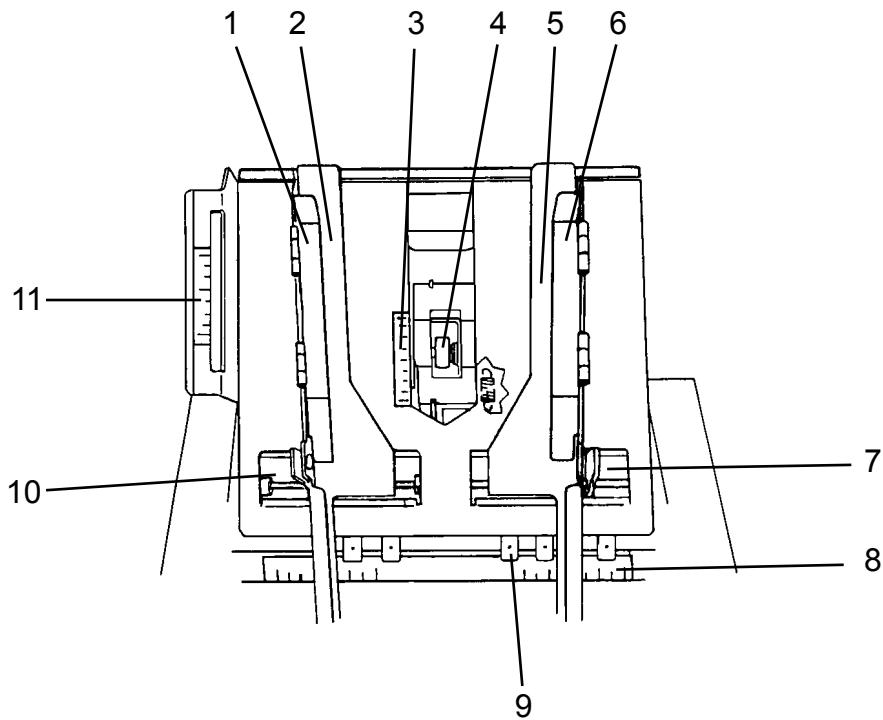
Take a few minutes to become familiar with the main components of the Booklet Maker.

### 3.1 Main components



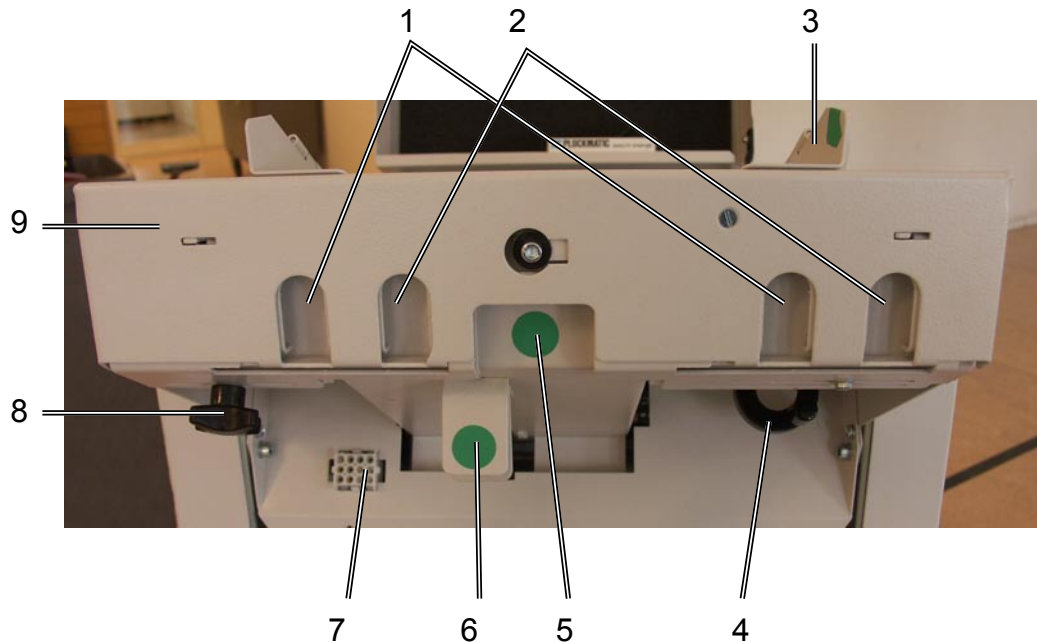
- |                                   |  |
|-----------------------------------|--|
| 1. Top cover                      |  |
| 2. Upper pressure roller assembly | (Only used for ON-line operation to Collator)  |
| 3. Press area, machine release    | (Press here and the Booklet Maker will be released from the Collator and can be rolled away) |
| 4. Control panel                  |  |
| 5. Fold stop assembly             |  |
| 6. Belt Stacker                   | (Optional accessory)   |

### 3.2 Infeed section, upper



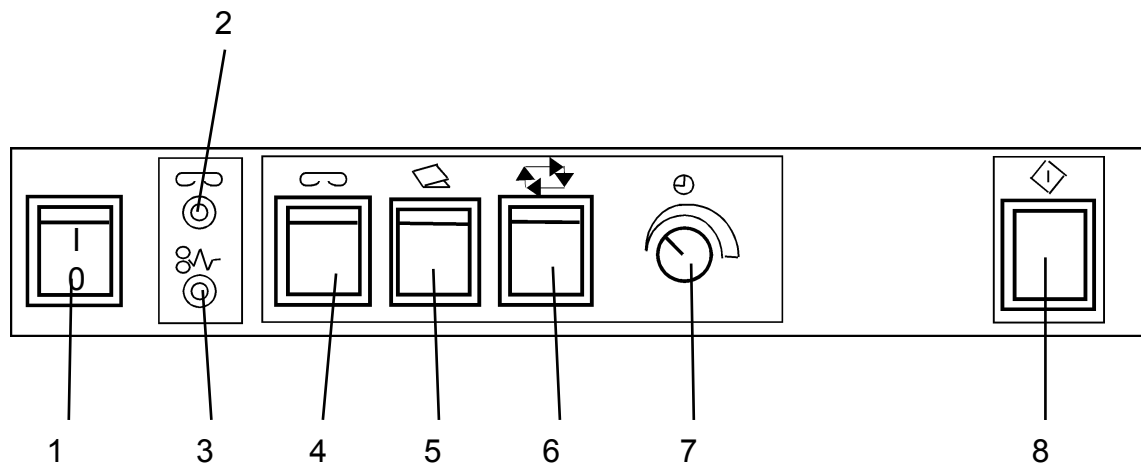
1. Upper guide, side jogger
2. Side jogger, rear
3. Scale, paper length
4. Rear jogger roller
5. Side jogger, front
6. Upper guide, side jogger
7. Release handle, side jogger
8. Scale, paper width
9. Anvil
10. Release handle, side jogger
11. Scale upper pressure roller assembly

### 3.3 Infeed section, collator side



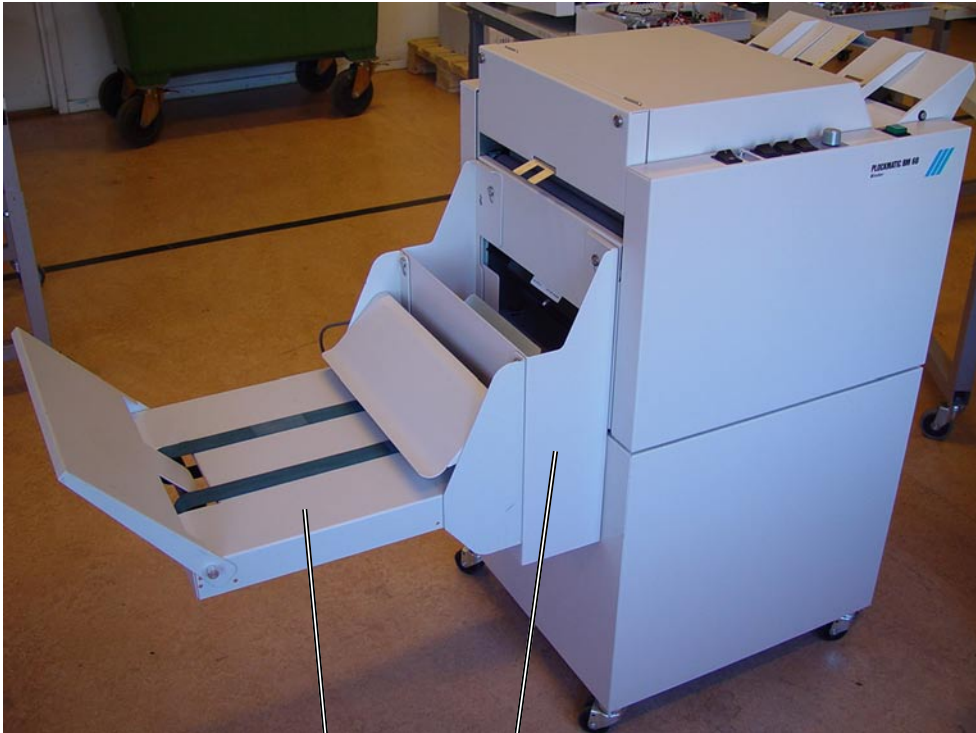
- |   |  |
|---|--|
| 1. Positioning holes, small paper width | (Used for A4/8 <sup>1</sup> / <sub>2</sub> " paper widths or sizes nearby)                     |
| 2. Positioning holes, large paper width | (Used for A3/11" paper widths or sizes nearby)   |
| 3. Positioning mark (green)             | (Shall correspond to the green mark on the Collator)   |
| 4. Paper stop crank                     | (Used for adjustment to correct paper length)  |
| 5. Rear jogger latch                    | (Used to lower the rear jogger and enable OFF-line operation)                                  |
| 6. Rear jogger adjustment latch         | (Used to position the rear jogger to the paper length)   |
| 7. Receptacle, connection cable         | (The connection cable from the Collator connects here)   |
| 8. Knob, adjustment for odd paper size  | (By loosening the knob the Docking Bracket can be individually positioned for odd paper sizes) |
| 9. Docking Bracket                      |  |

### 3.4 The control panel



- 1. Power switch
- 2. Low staples indicator
- 3. Jam indicator \*
- 4. Stapling ON / OFF
- 5. Folding ON / OFF
- 6. Automatic start ON / OFF (Can only be used OFF-line)
- 7. Time delay (Can only be used OFF-line)
- 8. Manual start button (Can only be used OFF-line)

### 3.5 Accessories (optional)



1

2

3

4



1. Belt Stacker
2. Adapter
3. Delivery Tray
4. Knob, Delivery Tray

(By loosening the knob the Delivery Tray can be adjusted for correct paper size)





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## 4. Operator instructions

### 4.1 Settings

#### 4.1.1 Stapling and folding

1. Open the top cover.
2. Set the two side joggers to the correct paper size according to the scale.
3. Insert a set to the stapling area.
4. Move the rear side jogger up against the paper to verify that the side jogger aligns the sheets.  
**NOTE:** When checking the alignment, do not squeeze the release handle, only push on top of the side jogger at the green label, to simulate the jogging action that the BM 61 does during run.
5. Turn the paper stop crank until the trail edge of the set is in line with the scale for paper length.
6. Move the rear jogger up against the trail edge of the set.
7. Remove the set.
8. Position the upper pressure roller according to the scale.
9. Position the stapler heads over the anvils to be used.
10. Attach the Booklet Maker to the Collator and make sure that the green mark on the Docking Bracket aligns with the green mark on the Collator.
11. Set the stapling switch to **ON** position.
12. Set the folding switch to **ON** position.
13. Close the top cover.
14. Set the power switch to **ON** position.

#### 4.1.2 Folding only

1. Same procedure as above with the exception that on point 11 the switch is set to **OFF** position and point 9 is not performed.

### 4.1.3 Stapling and folding - OFF-line

1. Remove the upper pressure roller assembly.
2. Flip over the side jogger upper guides (both side joggers).
3. Lower the rear jogger unit by pressing the rear jogger unit forward and downwards (green marked).
4. Open the top cover.
5. Set the side jogger to the correct paper size according to the scale.
6. Insert a set into the stapling area.
7. Move the rear side jogger up against the paper to verify that the side jogger aligns the sheets.  
**NOTE:** When checking the alignment, do not squeeze the release handle, only push on top of the side jogger at the green label, to simulate the jogging action that the BM 61 does during run.
8. Turn the paper stop crank until the trail edge of the set is in line with the scale for paper length.
9. Remove the set.
10. Position the stapler heads over the correct anvils.
11. Set the stapling switch to **ON** position.
12. Set the folding switch to **ON** position.
13. Close the top cover.
14. Set the power switch to **ON** position.

### 4.1.4 Folding - OFF-line

1. Same procedure as above with the exception that on point 11 the switch is set to **OFF** position and point 10 is not performed.

### 4.1.5 Block stapling - OFF-line option 1

1. Lower the rear jogger by pressing the rear jogger unit forward (green marked).
2. Remove the upper pressure roller assembly.
3. Flip over the side jogger upper guides (both side jogggers).
4. Open the top cover.
5. Set the side jogger to the correct paper size according to the scale.
6. Insert a set into the stapling area.
7. Move the rear side jogger up against the paper to verify that the side jogger aligns the sheets.  
**NOTE:** When checking the alignment, do not squeeze the release handle, only push on top of the side jogger at the green label, to simulate the joggging action that the BM 61 does during run.
8. Turn the paper stop crank to position the set to the stapler.
9. Remove the set.
10. Position the stapler heads over the correct anvils.
11. Close the top cover.
12. Set the stapling switch to **ON** position.
13. Set the folding switch to **OFF** position.
14. Select manual or automatic start.
15. Flip down the fold stop to enable the sets to pass through the machine.
16. Set the power switch to **ON** position.

**NOTE:** By using the adapter (optional) either the Belt Stacker or the Delivery Tray can be used for stacking of stapled sets.

### 4.1.6 Block stapling - OFF-line option 2

1. Lower the rear jogger by pressing the rear jogger unit forward (green marked).
2. Remove the upper pressure roller.
3. Flip over the side jogger upper guides (both side jogggers).
4. Open the top cover.
5. Set the side jogger to the correct paper size according to the scale.
6. Insert the two red pins in the holes in the side jogggers. (The pins are stored inside the machine over the fold rolls). These will stop the set in the correct position (in this mode the set will not be transported through the machine).
7. Insert set into the stapling area.
8. Move the rear side jogger up against the paper to verify that the side jogger aligns the sheets.  
**NOTE:** When checking the alignment, do not squeeze the release handle, only push on top of the side jogger at the green label, to simulate the jogging action that the BM 61 does during run.
9. Remove the set.
10. Position the stapler heads over the correct anvils.
11. Set the stapling switch to **ON** position.
12. Set the folding switch to **OFF** position.
13. Select manual start.
14. Close the top cover.
15. Set the power switch to **ON** position.
16. To operate insert one set and press the manual start button. When stapled, remove set and insert the next one.

## 4.2 Operation

### 4.2.1 Operating the Booklet Maker ON-line

1. Verify that the set up of the Booklet Maker is completed.
2. Select “third party output” on the Collator.
3. Press “calibration” on the Collator.
4. The set will enter the Booklet Maker and remain in the stapling section unstapled.
5. Verify that the set is completed/correct press the Collator start button.

### 4.2.2 Operating the Booklet Maker OFF-line

1. Select manual or automatic start.  
Manual start: Make sure that the time delay is set to minimum. Press the manual start button for each operation.  
Automatic start: The set will automatically be stapled as it is inserted in the Booklet Maker.
2. When operating, insert one set at a time. Align the set with your fingertip. When automatic mode is selected, set time delay to allow careful alignment.

**NOTE:** The manual start button will light up when the next set may be inserted.

## 4.3 Paper settings

### 4.3.1 Set up for non-standard paper sizes

This procedure is to enable ON-line operation with paper sizes that deviate from the standard A4/A3 and 8<sup>1</sup>/<sub>2</sub>"x11"/11"x17" sizes.

1. Perform the setup of the Booklet Maker for the paper size.
2. Attach the Booklet Maker to the Collator, using the positioning holes on the Booklet Maker that best matches the paper size. (Green mark on rear side jogger as close as possible to the Docking Bracket).
3. Loosen the knob for adjustment to odd paper sizes on the Docking Bracket.
4. Move the Booklet Maker sidewise until the green mark on the rear side jogger is aligned with the green mark on the Collator.
5. Tighten the knob.

### 4.3.2 Reset to standard paper sizes

1. Disconnect the Booklet Maker from the Collator by pressing the Docking Bracket (green marked side).
2. Loosen the knob for adjustment to odd paper sizes.
3. Slide the Docking Bracket back to align it with the chassis in the Booklet Maker, it will lock into place.

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## **5. Maintenance**

### **5.1 Cleaning of rollers**

Grease and oil on rollers will badly affect operation. On a regular basis, clean with a rubber reactivator fluid or similar cleaner intended for rubber.

## 6. Problem solving

### 6.1 Problem solving

<b>PROBLEM</b>	<b>POSSIBLE CAUSES</b>	<b>ACTION</b>
Paper jam in fold roller section	Folding not selected Side joggers set too tight	Select folding on control panel Adjust side joggers correctly
Stapler jam	Stapler not aligned with anvils	Align staplers with anvil
Bad sheet alignment side	Side joggers incorrectly adjusted	Adjust side joggers to the paper size
Bad sheet alignment front to back	Rear jogger incorrectly adjusted Upper pressure roller missing Upper pressure roller incorrectly positioned	Adjust rear jogger Mount upper pressure roller Position the upper pressure roller to correct paper size
Not possible to select third party eject on Collator	Connection cable not attached Top cover open Power switch set to OFF position Booklet Maker in jam condition	Attach connection cable Close top cover Set power switch to ON position Clear jam in Booklet Maker
Paper jam into side guides	Booklet Maker incorrectly positioned to Collator Paper size setting incorrect	Reposition the Booklet Maker for the correct paper size Adjust side joggers to the correct paper size
Paper jam in infeed area	Upper guides on side jogger unfolded Upper pressure roller incorrectly positioned Rear jogger unit lowered in ON-line mode	Fold down upper guides Reposition the pressure roller Raise the rear jogger
Set remaining in stapling section	Lower stapler Misfeed in Collator  Paper jam in Booklet Maker Side jogger set too tight	Load stapler Correct problem in Collator and restart Clear paper jam Adjust the side joggers to the correct paper size



## 7. Specifications

### 7.1 Specification table

	<b>BM 61 (ON-line)</b>	<b>BM 61 (OFF-line)</b>
<b>Capacity</b>	10 sheets 80 gsm (incl. cover) 10 sheets 20 lb bond (incl. cover)	22 sheets 80 gsm 22 sheets 20 lb bond
<b>Speed</b>	1800 A5 sized booklets/hour 1400 A4 sized booklets/hour	Adjustable up to 1800 A5 or 1400 A4 sized booklets/hour
<b>Paper size</b>	<b>Min</b> <b>Max</b>	200 x 270 mm, 7 7/8" x 10 5/8" 305 x 440 mm, 12" x 17 1/4"
<b>Stapler head</b>	210 Plockmatic chisel point	
<b>Low stapler detection</b>	Yes	
<b>Jam detection</b>	Yes	
<b>Jogging</b>	Side and back	
<b>Height</b>	550 mm (880 mm incl. base) 21 5/8" (34 5/8" incl. base)	
<b>Width</b>	780 mm (1420 mm incl. Belt Stacker) 30 11/16" (55 7/8" incl Belt Stacker)	
<b>Depth</b>	500 mm 19 5/16"	
<b>Weight</b>	58 kg 128 lb	
<b>Voltage</b>	115 V 60 Hz 230/240 V 50 Hz	





