

BOOKLET MAKER BM 200

Operating Instruction

Booklet Maker Reference



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 **Warning**

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 measures.

The product (System) which is connected to this machine will be class A

 **Note**

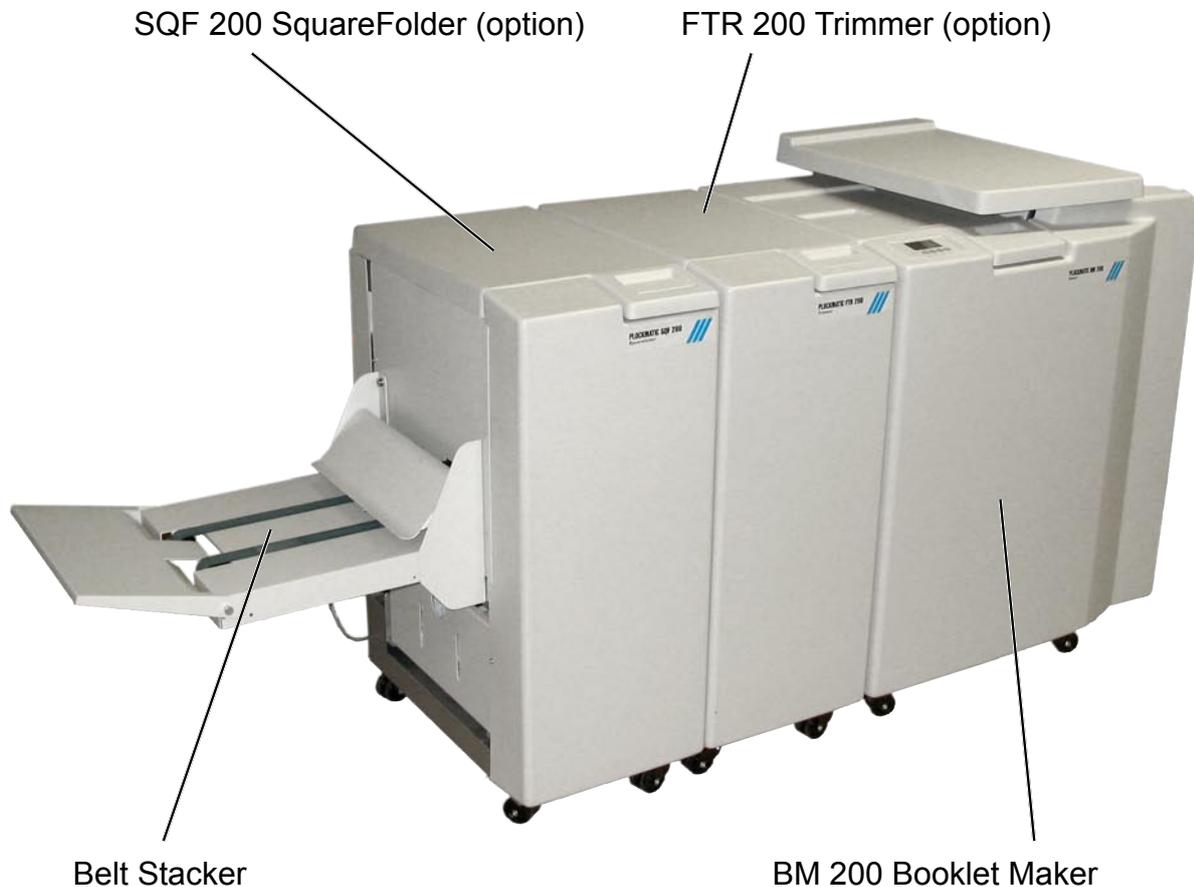
The domestic environment is an environment where the use of broadcast radio and television receivers may be expected within a distance of 10 m of the apparatus concerned.

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What You Can Do With This Machine

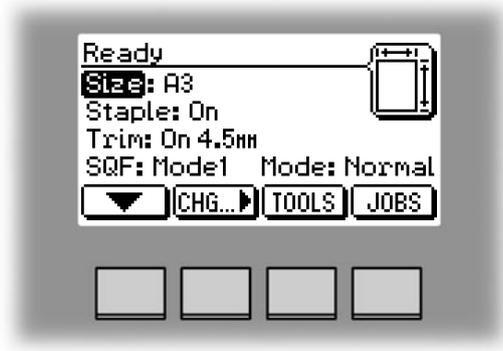


The Booklet Maker BM 200, Trimmer FTR 200 and SquareFolder SQF 200 forms a booklet making system that works online with a collator or offline/online for hand feeding.

The print-outs from the Copier are collected in the finisher and then transported into the BM 200 Booklet Maker to the staple area. 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 FTR 200 Trimmer (optional) can be attached after the Booklet Maker. The booklets are then transported from the Booklet Maker into the Trimmer where the trail edge will be cut off. If a FTR 200 Trimmer is installed to the BM 200 Booklet Maker, you can attach the SQF 200 SquareFolder (optional). The printouts, which have been stapled, folded and trimmed will be fed into the SQF 200. The SQF 200 will flatten the spine of the booklet square. The booklets will, after passing the SQF 200, have the look of a perfect bound book. The booklets are then fed out to the Belt Stacker.

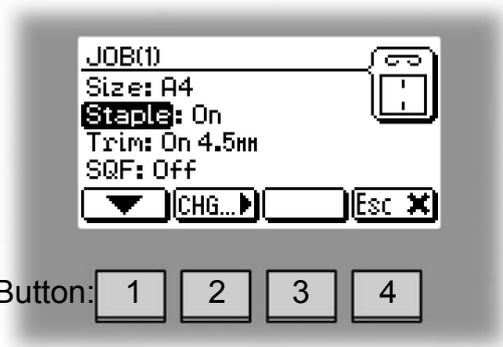
To facilitate hand feeding, the BM 200 is equipped with a sliding top cover. The Booklet Maker can also be used as a stand-alone unit for hand feeding.

The BM 200 Booklet making system is controlled from a single control panel on the Booklet Maker. The control panel has only four buttons which will allow you to easily set up, adjust and operate the complete system.

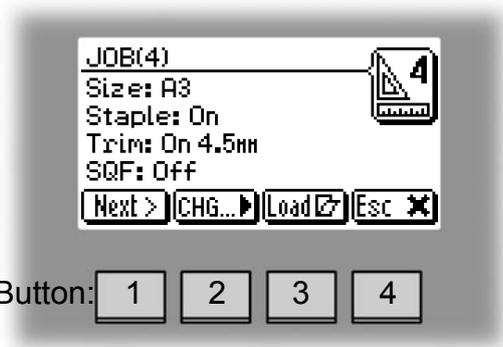


The buttons are multi functional, meaning that the function of each button depends on the information displayed.

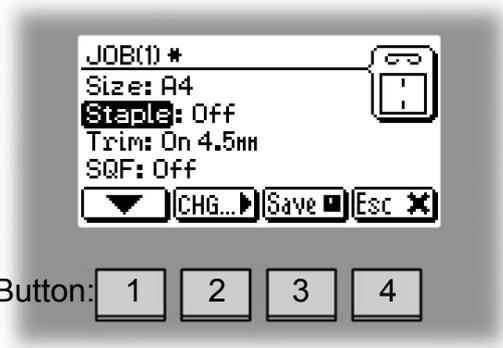
For example: Pressing button 3 from the Ready screen takes you to the Tools screen.



Example 2: In this screen, button 3 has no function.



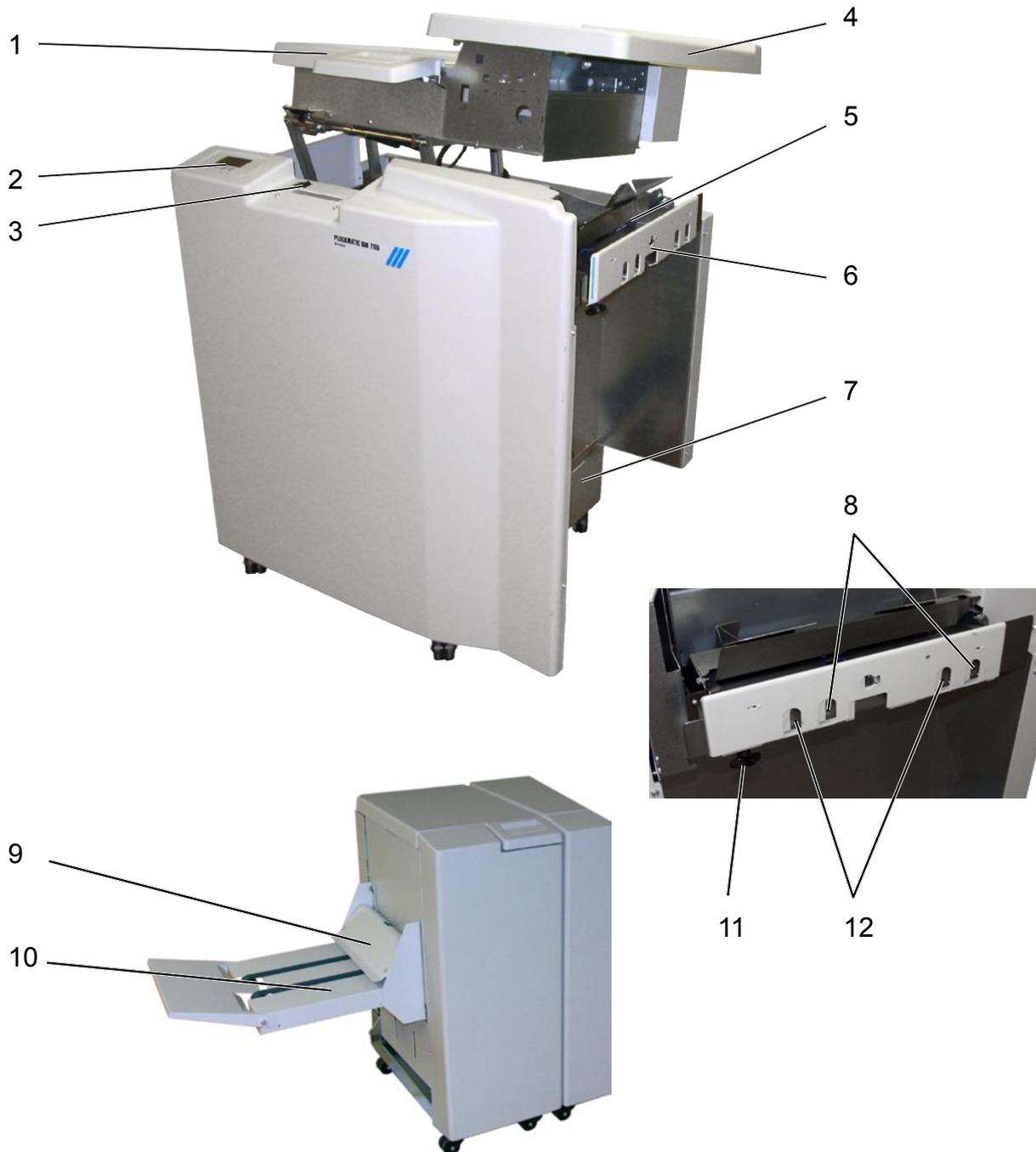
Example 3: Pressing button 3 here will load the stored Job (4).



Example 4: In this screen pressing button 3 will save the current settings for job No 1. The asterisk on the first row shows that the settings for Job (1) has been changed, but not yet saved.

Guide To Components

Booklet Maker

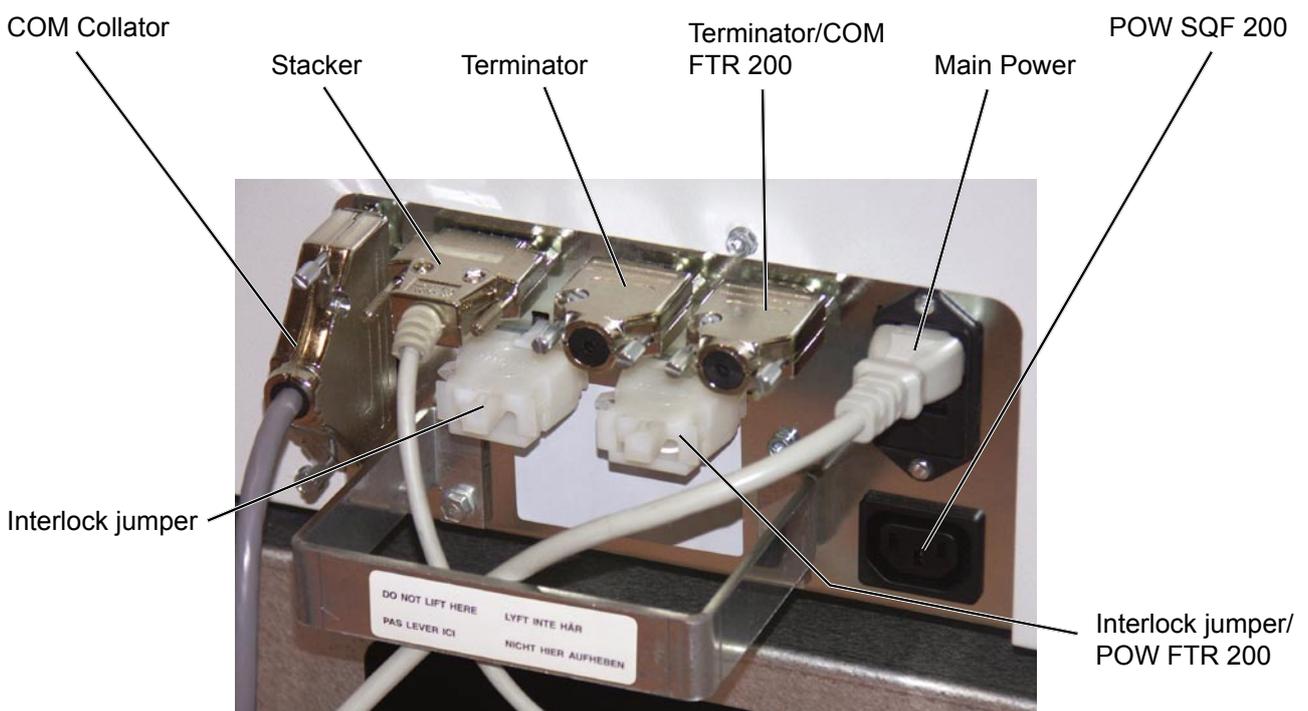


- | | | | |
|---|-------------------|----|--|
| 1 | Top cover | 7 | Base |
| 2 | Control panel | 8 | Positioning holes for A3/11" and sizes nearby |
| 3 | Main power switch | 9 | Belt Stacker Cover |
| 4 | Upper Top cover | 10 | Belt Stacker |
| 5 | Infeed assembly | 11 | Knob, adjustment for custom paper size |
| 6 | Docking assembly | 12 | Positioning holes for A4/8.5" and sizes nearby |

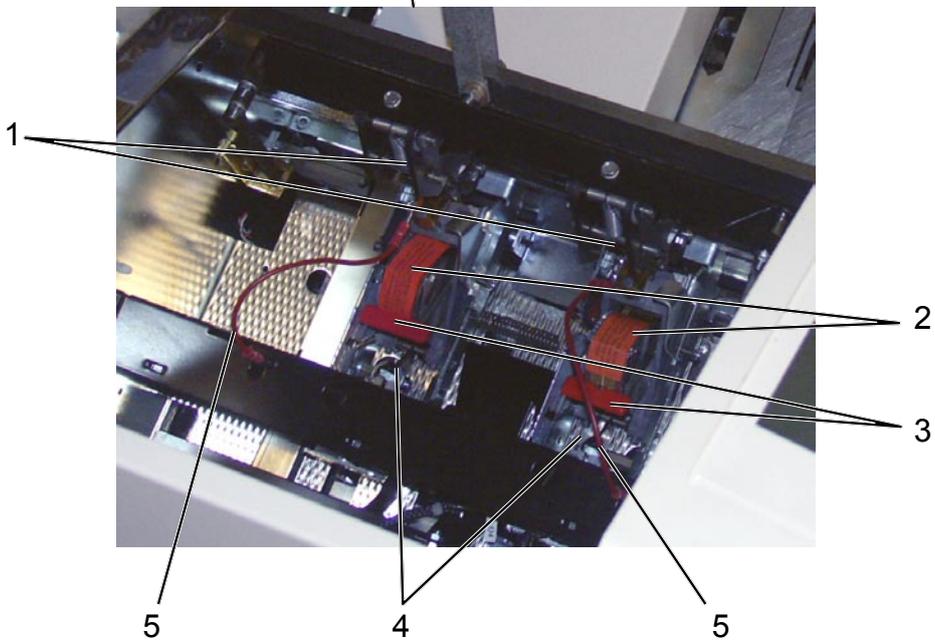
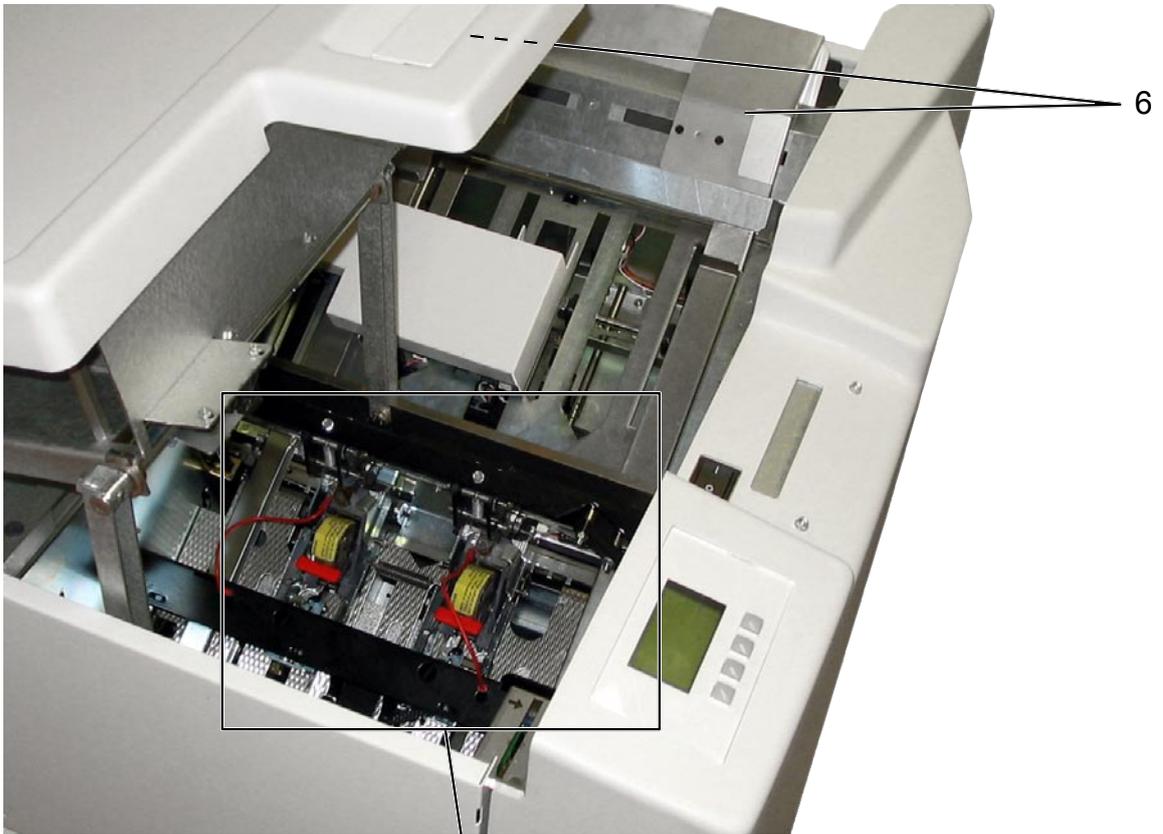
Booklet Maker, continues



- 8 Connections
- 9 Fold stop gate



Booklet Maker, continues



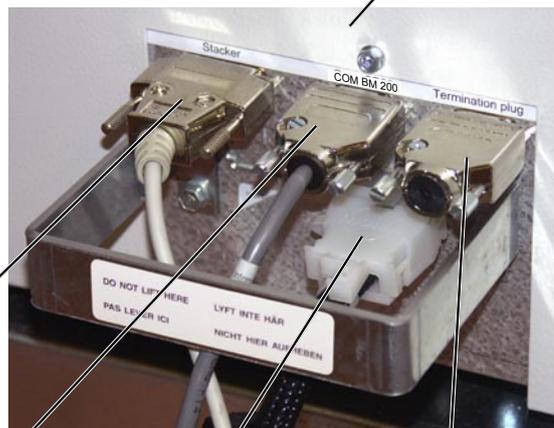
- | | | | |
|---|--------------------------|---|---------------------------|
| 1 | Stapler heads | 4 | Stapler release latches |
| 2 | Staple cartridges | 5 | Staple detection leads |
| 3 | Cartridge locking levers | 6 | Hand feeding paper guides |

Options

Trimmer



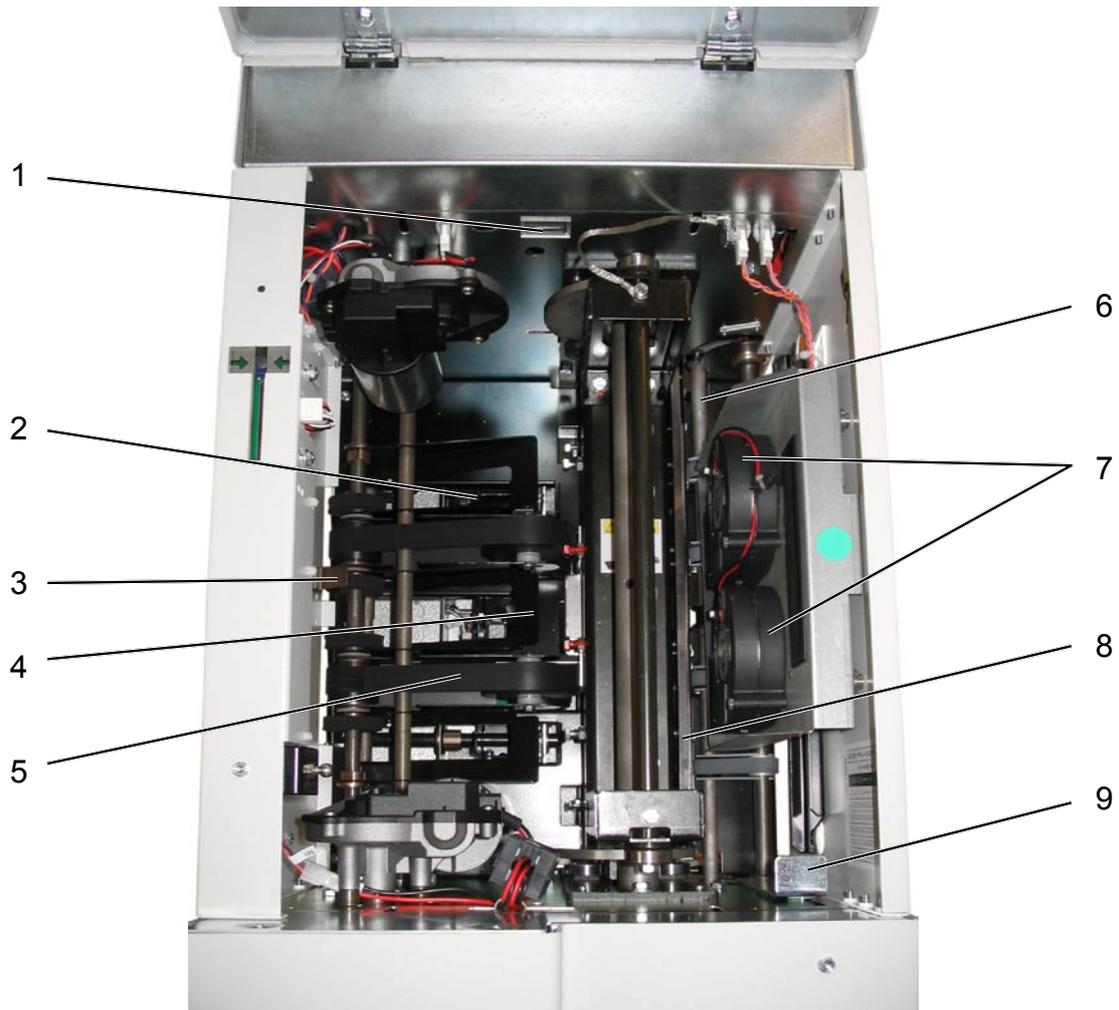
- 1 Top cover
- 2 Trim bin
- 3 Base
- 4 Connections



- Stacker
- COM BM 200
- Power from BM 200
- Terminator/Com SQF 200

Trimmer, continues

The Trimmer interior has parts that you will come in contact with if a misfeed occurs.



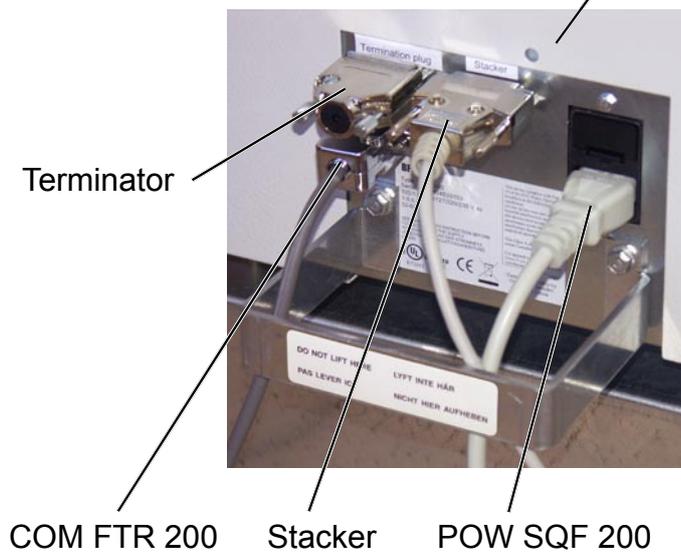
Trimmer, top view

- | | | | |
|---|---------------------------|---|---------------------|
| 1 | Set counter | 6 | Infeed roller shaft |
| 2 | Trimmer stop | 7 | Trimmer fan |
| 3 | Outfeed latch | 8 | Upper knife |
| 4 | Exit compressing brackets | 9 | Infeed latch |
| 5 | Transport belt | | |

SquareFolder

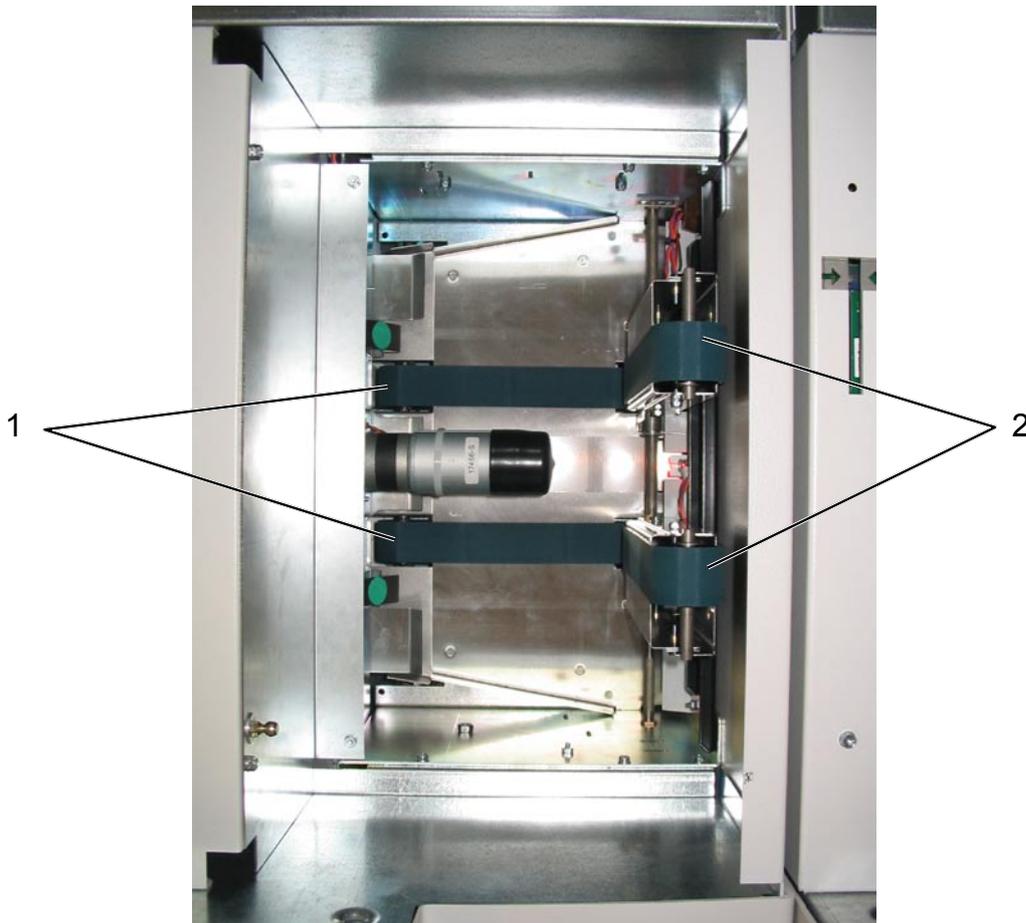


- 1 Top cover
- 2 Trim bin
- 3 Base
- 4 Connections



SquareFolder, continues

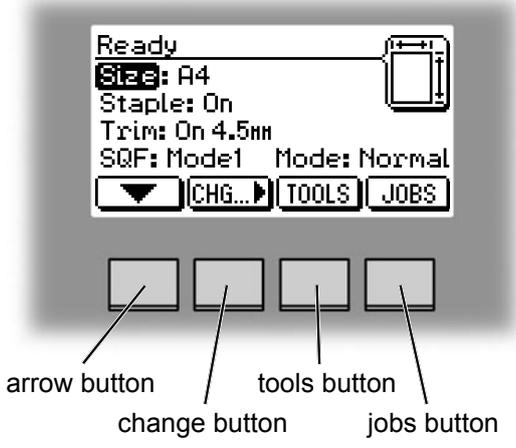
The SquareFolder interior has parts that you will come in contact with if a misfeed occur.



*SquareFolder, top view,
Upper feed belts in lifted up*

- 1 Lower feed belts
- 2 Upper feed belts

Control Panel



The Ready screen.

When the system power is switched on the Ready 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 BM 200 Booklet making system.



Changing settings.

To change or adjust settings; Select an item in the Ready screen with the [arrow] button and press the [Change] button. For example you can fine adjust the trimming, turn off the cover feeder or set the SquareFolder to the correct mode. Explore all settings more thoroughly in section 2. Making Booklets.



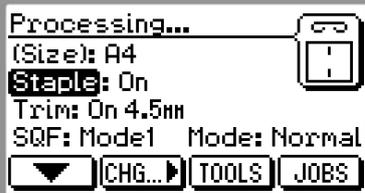
The Tools screen.

Pressing the [Tools] button in the Ready screen takes you to the tools screen. Here you will find all the necessary tools for a troublefree operation. From here you can change the display language, set units from millimeters to inches and more. See section 3. Tools. for how to get around in the Tools screen.



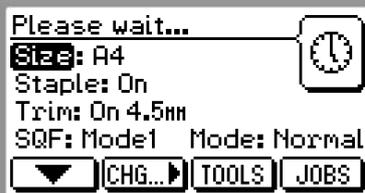
The Jobs screen.

Pressing the [Jobs] button in the Ready screen opens the Jobs screen. From here you can load, customize and save job settings. These procedures are described in section 4. Jobs.



The Processing screen.

This screen is shown when the machine is busy working. If the machine is used in off-line mode you do not have to wait for the Ready screen before handfeeding the next set.



The Please wait screen.

While the machine sometimes needs time to perform changes in settings, the Please wait screen will be shown. The machine will automatically return to the Ready screen after changes have been implemented.

1. Basics

Turning On / Off the Main Power

Booklet Maker, Trimmer and SquareFolder



1 Plug the Booklet Maker power cord into the wall outlet.
The trimmer (optional) and the SquareFolder (optional) are powered from the Booklet Maker.

2 Open the Top cover (1).

3 Set main power switch (2) on Booklet Maker to ON position.

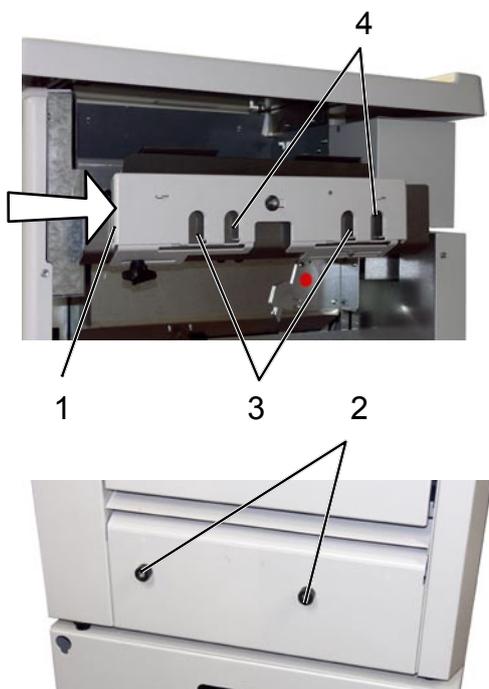
 **Note**

The main power switch also controls Trimmer (optional) and SquareFolder (optional).

4 Close the Top cover.

Docking / Undocking

Docking the Booklet Maker to a Collator, standard paper sizes



When the Booklet Maker is docked to a collator it must be correctly positioned in order to have the set fed entering the infeed assembly correctly. The paper size used determines which positioning holes to use.

1 Push the docking assembly (1) to the rear until it locks.

2 The docking brackets (2) on the collator should enter positioning holes:

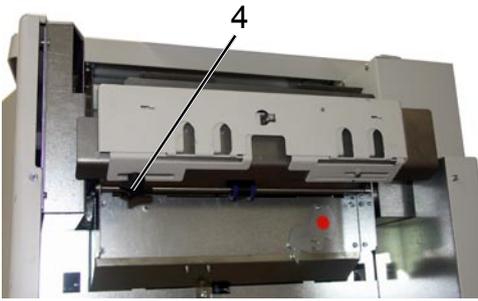
(3) if you are using A4 / 8 1/2" paper widths or sizes nearby

or

(4) if you are using A3 / 11" paper widths or sizes nearby

Docking the Booklet Maker to a Collator, custom paper sizes

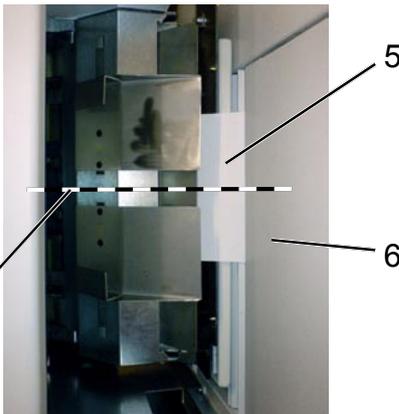
1



By loosening the knob (4), the docking assembly can be individually positioned for custom paper sizes.

1 Loosen the knob (4).

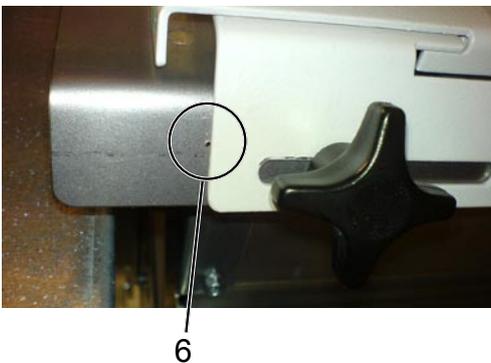
2 Position the Booklet Maker so that the sets (5) fed from the collator (6) enters the Booklet Maker infeed assembly centered (7).



 **Note**

The knob (4) which prevents the infeed assembly from moving, can not be tightened when the collator is docked to the Booklet Maker. If you want to be sure not to lose positioning, carefully undock the Collator from the Booklet Maker and tighten the knob.

Adjusting docking assembly to factory settings



To adjust the docking assembly back to factory setting:

1 Loosen the knob.

2 Slide the docking assembly so that it covers half the hole (6) in the infeed assembly.

3 Tighten the knob.

Undocking the Booklet Maker from a Collator



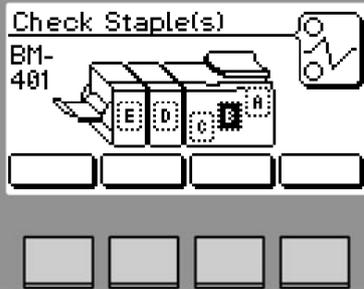
1 Push the docking assembly to the rear until it locks.

2 Separate the Collator from the Booklet Maker.

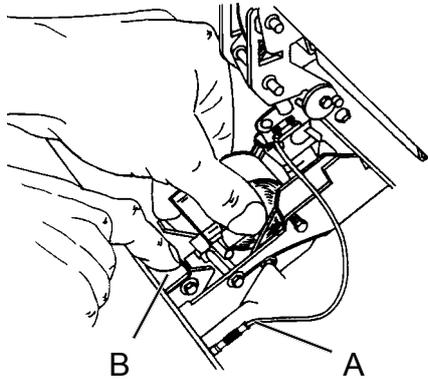
Check staples, Staple cartridge and stapler head

Removing stapler head

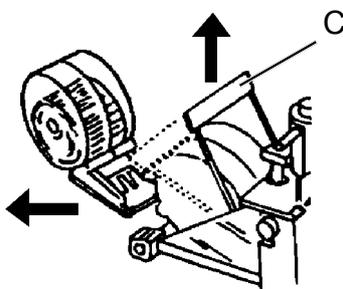
1



- 1** Open the top cover.
- 2** Remove the set of paper.
- 3** Disconnect the staple indication lead (A) from the socket.
- 4** Hold the stapler head in place, press the release latch (B) to release the rear end of the stapler head and lift up this end.
- 5** Lift out the head, allowing it to rotate around the front end. The stapler assembly is spring loaded and will follow the rotation of the stapler.



Removing staple cartridge

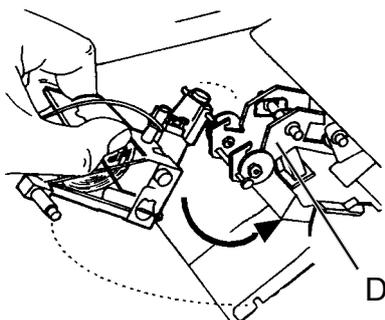
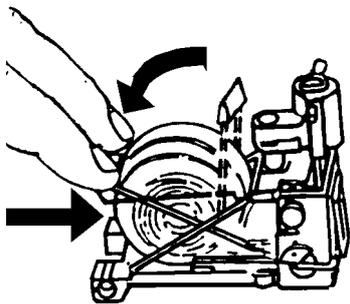
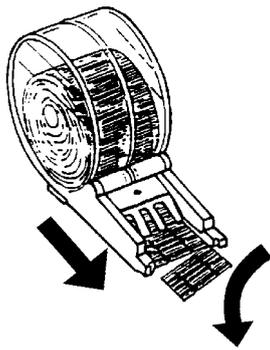
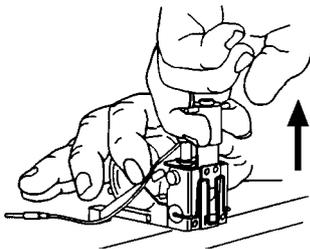
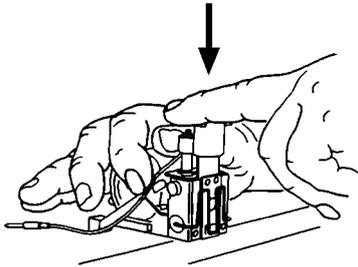


The staple cartridges, containing approximately 5000 staples per cartridge. Cartridge may be removed either for renewal or for jam clearance.

- 1** Raise the handle (C) on the staple cartridge locking lever.
- 2** Remove the staple cartridge from the stapler head by sliding it away from the stapler head.

Installing stapler head, staple cartridge / clearing staple jam

1



- 1** Look inside stapler head for jammed staples in the area of the staple actuator. Remove staples if any.
 - 2** Position the stapler head on the edge of a firm surface (for example the top of a table).
 - 3** While securely holding the head, actuate the Stapler up and down through full travel. Perform this operation without staple cartridge
 - 4** Renewing or reinstalling the staple cartridge, pull 25 mm (1 inch) of staples out of the cartridge and tear the staples downward starting at one side pulling away from you. The staple tear line is indicated by an arrow on the side of the cartridge.
 - 5** Insert the cartridge into the stapler head with the end of the staples facing toward the head of the stapler mechanism. Push it firmly ahead.
 - 6** Hold the staple cartridge firmly in place and push down the cartridge locking lever.
- Note**
Keep holding (pushing) the staple cartridge into place while pushing down the cartridge locking lever.
- 7** While securely holding the head, actuate the Stapler up and down through full travel. Perform this operation with staple cartridge. Repeat this a few times to ensure that the staples are ejected at each down movement.
 - 8** Reinstall the stapler head by inserting the pin at the top of the stapler head into the stapler retraction swing arm (D).
 - 9** While rotating the stapler head, insert the pin located at the rear end of the stapler head into the slots in the frame of the stapler head assembly. Press down the rear end of the stapler head until the release lever snaps into place, locking the stapler head in position.
 - 10** Press down the front end of the stapler head until it snaps in position under the frame assembly.
 - 11** Reconnect the staple indication lead (A), see previous page.
 - 12** Close the top cover and press the [Esc] button. The booklet maker will automatically go to Ready mode. If not and/or error message persists, hand feed a four sheet set of paper. The booklet maker will automatically cycle and advance staples until both stapler heads are driving staples. The booklet maker will automatically go to Ready mode.

Emptying the trim bin

Remove the trim bin by lifting it and pulling it out.

1



trim bin, no SquareFolder installed



trim bin, with SquareFolder installed

2. Making Booklets

Changing settings

General procedure

Changing of 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 Ready screen, select the option you wish to change and press the [Change] button. Confirm changes by pressing the [OK] button.

Procedure for permanent changes:

From the Ready screen, press the [Jobs] button to reach the Jobs screen. Select the Job you want to change by pressing the [Next] button and then press the [Change] button.

Note

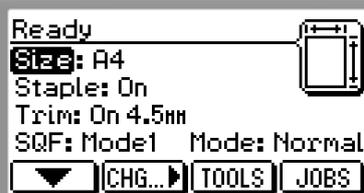
Choose either of the above mentioned procedures when changing size, stapling, trimming, covers or squarefolding as follows.

Setting Paper Size

Note

When docked to a collator, changing of paper size may also require repositioning of the Booklet Maker. See 1. Basics for how to position the Booklet Maker correctly towards the collator.

Selecting standard paper sizes



From the Ready screen, select Size and press the [Change] button.



Select any standard paper size with the [arrow] button and press the [OK] button.

For other paper sizes, follow "Custom paper size" as described on the next page.



Custom paper size

2



Select Size and press the [Change] button to display the preprogrammed paper sizes.

Scroll down to Custom sizes, by pressing the [arrow] button, and press the [OK] button. Select the custom paper size you want to use and press the [OK] button.



If you want to adjust, select the custom paper size you want to change and press the [Change] button. Select Width or Length with the [arrow] button and press the [Change] button.



The paper size can now be changed in increments of 0.1 mm or approx. 0.01 inches. Press the [OK] button to confirm.

Four different custom paper sizes can be stored.

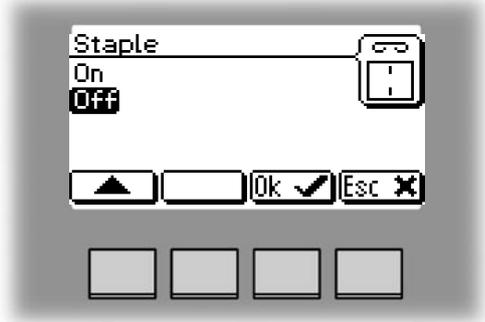
Stapling

Selecting stapling On or Off



From the Ready screen, select Staple and press the [Change] button.

Selecting stapling On or Off, continues



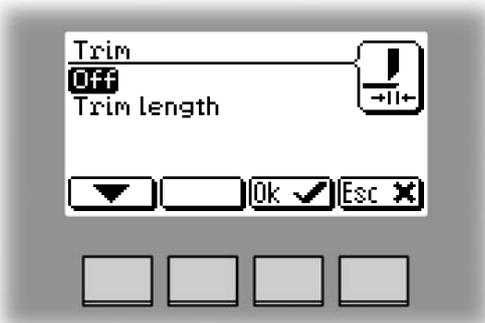
If stapling was On, the first choice will be Off and vice versa.
Select On or Off with the [arrow] button and press the [OK] button.

Trimming

Selecting trimming On or Off



From the Ready screen, select Trim and press the [Change] button.



If trimming was On, the first choice will be Off and vice versa.
Select On or Off with the [arrow] button and press the [OK] button.

Adjusting the cutting margin



Select Trim and press the [Change] button. Select Trim length and press the [OK] button. Press the [+] or [-] buttons to fine adjust in increments of 0.5 mm or 0.02 inches. The trimmed booklet size and waste are displayed. Press the [OK] button to confirm.

SquareFolding

General

The SquareFolder has six different settings. It can be set to [Auto], [Mode 1], [Mode 2], [Mode 3], [Mode 4] or [Off].

2

In [Auto] mode, the Booklet Maker detects how many sheets there are in the booklet, and automatically set the SquareFolder to the correct mode.

Note

When the SquareFolder is set to [Auto] and the booklet has less than approximately 6 sheets/booklet, the SquareFolder 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 1: Approximately 6 to 11 sheets. Decreased amount of square forming.

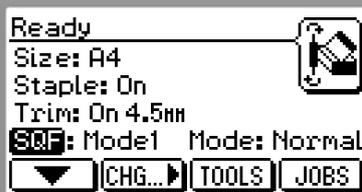
Mode 2: Approximately 12 to 16 sheets. Medium amount of square forming.

Mode 3: Approximately 17 to 23 sheets. Increased amount of square forming.

Mode 4: Approximately 24 to 25 sheets. Maximum amount of square forming.

Select [Off] to bypass the SquareFolder

Selecting SquareFolding mode



From the Ready screen, scroll down to SQF 200 and press the [Change] button.



Select [Auto], [Mode 1], [Mode 2], [Mode 3], [Mode 4] or [Off] with the [arrow] button and press the [OK] button.

On-line/Hand feeding

The Booklet Maker can be operated in two modes. On-line mode, when used together with the collator, or Off-line mode working as a stand-alone unit for hand feeding. The Booklet Maker can be hand fed while it is still docked to a Collator.

 **Note**

If the Collator is to be used (for internal stacking) at the same time as the Booklet Maker is used for hand feeding, the communication cable between the Booklet Maker and the Collator must be disconnected.

 **Caution**

Before disconnecting the communication cable, switch of the power to the Booklet Maker and the Collator.

Hand feeding

- 1** Slide the Upper Top Cover to the left.
- 2** Adjust the hand feeding paper guides to the correct paper size.
- 3** Turn on the Booklet Maker.
- 4** From the Ready screen, scroll down to Mode and press the [Change] button.



- 5** Select [Manual] and press the [OK] button. You might be able to hear the infeed motor running



- 6** The Booklet Maker is now set up for hand feeding. If settings need to be changed, follow "Changing settings" earlier in this section.

 **Note**

After approx. five minutes of inactivity, the machine will automatically return to Normal mode and the infeed motor stops running.

Hand feeding, continues

2



7 Start hand feeding by inserting the sets between the side guides as illustrated.

 **Note**

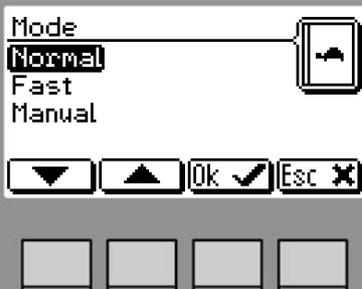
If optimum productivity is required when there is a SquareFolder in the system, choose a defined mode (bypass or mode 1 to 4) instead of [AUTO]. See page 26.

On-line

When used on-line with a collator, the Booklet Maker operating speed can be set to normal or fast. The normal setting is optimized for highest booklet quality and the fast setting is optimized for highest speed.



1 From the Ready screen, scroll down to Mode and press the [Change] button.



2 Select either [Normal] or [Fast] and press the [OK] button.

 **Note**

For further instructions on operating the Booklet Maker with the collator refer to the collator operating manual.

3. Tools

The Tools Screen

The Tools screen.

From the Ready screen, press the [Tools] button to get to the Tools screen. Here you will find all the necessary tools for trouble-free operation.

Units



From this screen you can change units, between millimeters and inches. Select Units with the [arrow] button and press the [OK] button.



Select the millimeters or inch units and then press the [OK] button.

Software version



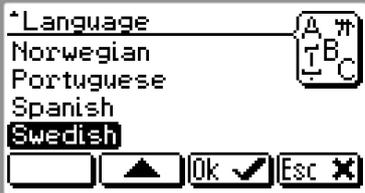
Select Software version with the [arrow] button and press the [OK] button. This screen, and sub screens show the software version for the different modules in the booklet making system.

Language



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

3



Select desired language with the [arrow] button and press the [OK] button.

Service



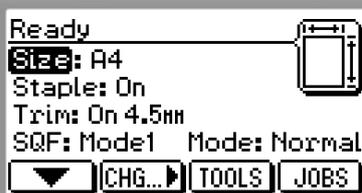
This screen is for authorized service personnel only and is password protected.

4. Jobs

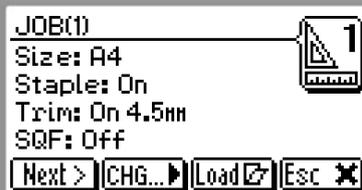
Storing and deleting jobs

The Booklet Maker has a maximum storage capacity of 10 different jobs. It is not possible to delete jobs, therefore when you need to store a new job, an old job must be overwritten. To make temporary changes in the actual job settings or temporary changes of a stored job, see section 2. Making Booklets.

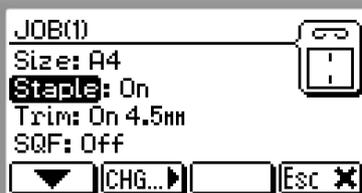
Storing a new Job



To store a new job or add new settings to an existing job you need to start from the Jobs screen. From the Ready screen press the [Jobs] button to enter the Jobs screen.



Select an already stored job by pressing the [Next] button. Then press the [Change] button.

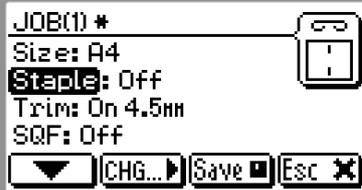


Select the option you want to change with the [arrow] button and then press the [Change] button. See section 2. Making Booklets for how to set up each separate option.

After changing the options press the [OK] button to accept the changes you just made.

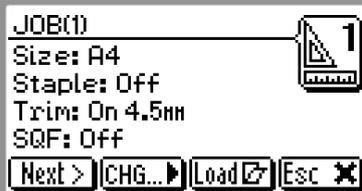
Continued on next page.

Storing a new Job, continues



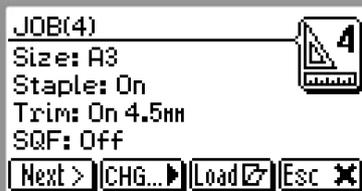
The asterisc after the job number indicates that changes has been made, but the job is not stored yet. To store the job, press the [Save] button.

4



If you want to run the actual job, press the [Load] button. The booklet maker will then automatically setup that specific job and return to the Ready screen.

Recalling a Job



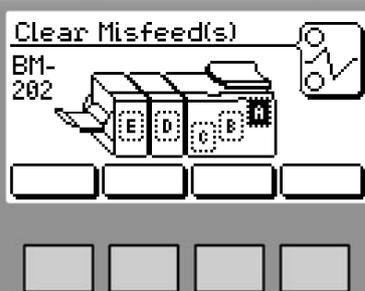
To recall a stored job press the [Jobs] button from the Ready screen to enter the Jobs screen. Select the desired job by pressing the [Next] button. Then press the [Load] button. The booklet maker will then automatically setup that specific job and return to the Ready screen.

5. Clearing Misfeed(s)

Clearing misfeed(s)

General

If a misfeed condition should occur, it is indicated on the Booklet Maker display. The message "Clear Misfeed(s)", an error code and the location of the misfeed is displayed. See examples below.



Misfeeds in the Booklet Maker are indicated as area A, B or C and by the error code BM-XXX.



Misfeeds in the SquareFolder are indicated as area E and by the error code SQF-XXX.

Booklet Maker

Clearing misfeed(s)

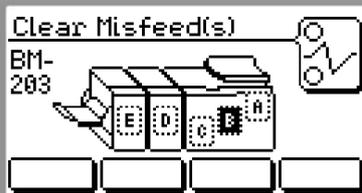
Inside the Booklet Maker



To clear a misfeed indicated in Area A or B

- 1 Open the top cover.
- 2 Remove misfed sheets.
- 3 Close the top cover.

5



To clear a misfeed indicated in Area C

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

If misfeed condition remains:

- 1 Switch off the main power.
- 2 Switch on the main power.

If misfeed condition remains:

- 1 Switch off the main power.
- 2 If a Trimmer is installed, first remove the trim bin to get access to the fold stop. By hand, pull down the fold stop (page 8, item 9).
- 3 Remove misfed sheets.
- 4 Push the fold stop back into the upper position.
- 5 Switch on the main power.

Trimmer

Clearing misfeed(s)

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.

⚠ Warning

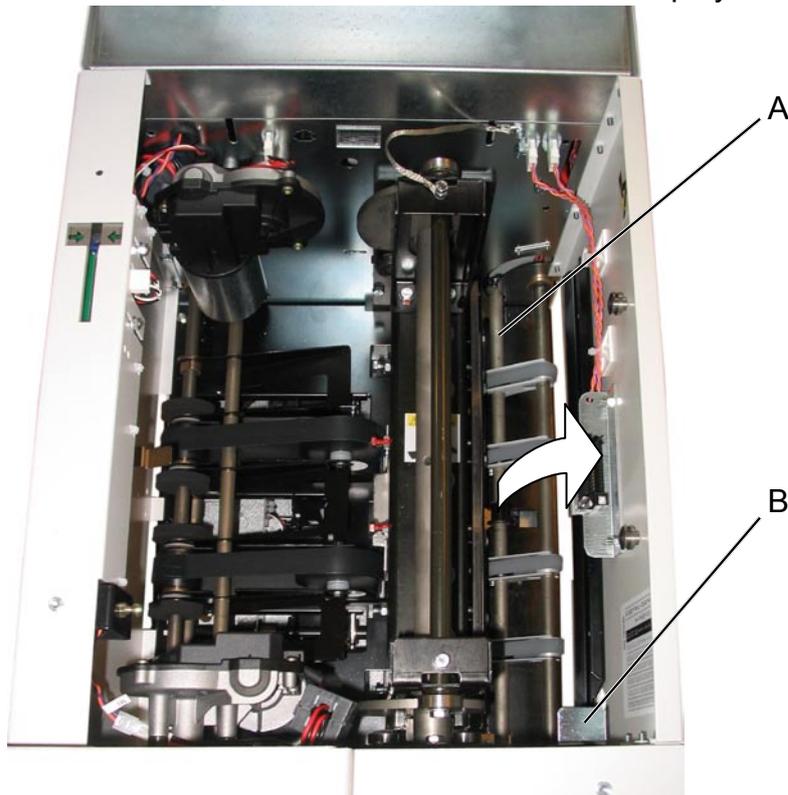
Never put fingers or other parts of the body between the upper and lower trimmer knives.

Clearing misfeed in input area

- 1** Remove the Trimmer fan (see page 11, item 7).
- 2** Lift up the infeed roller shaft (A).
- 3** Secure under the latch (B)
- 4** Remove the misfed sheets in the infeed area.
- 5** After the misfed sheets are removed, lift up the latch (B) and place the infeed roller shaft into operating position.

🔧 Note

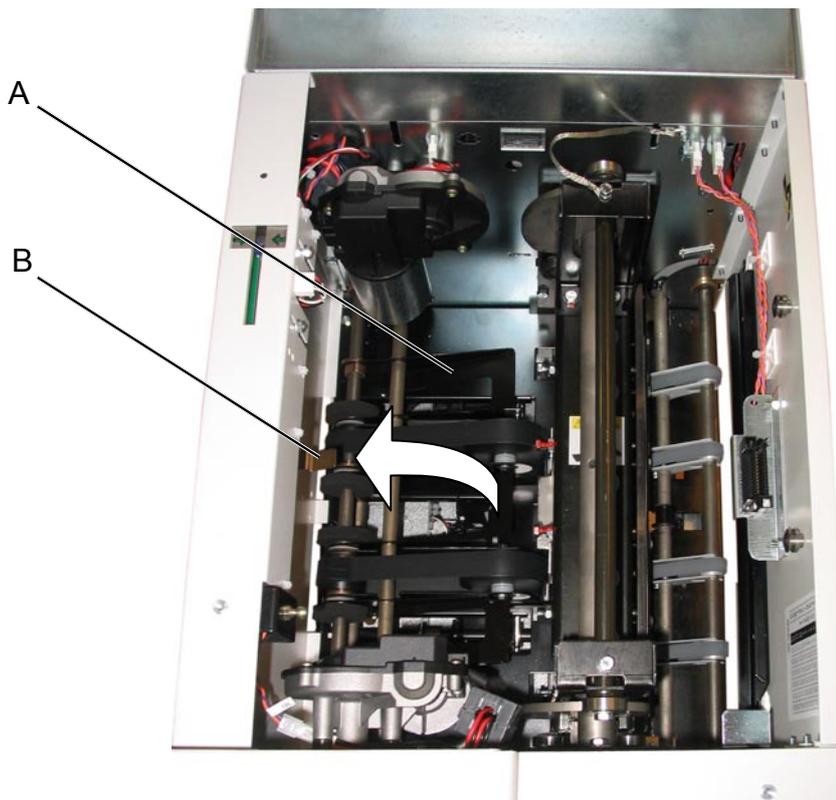
If the infeed roller shaft is lifted, the fault code “FTR-205” is displayed



Clearing misfeed(s), continues

Clearing misfeed in exit area

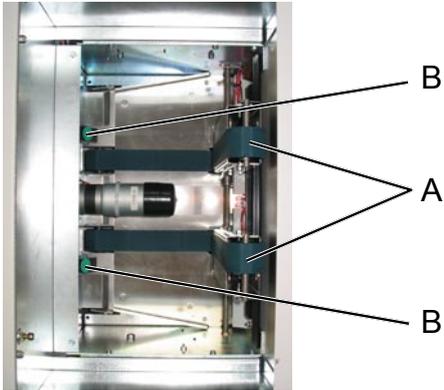
- 1** Lift the exit compressing brackets (A).
- 2** Secure them under the latch (B).
- 3** Remove the misfed sheets from the exit area.
- 4** After the misfed sheets are removed, lift up the latch (B) and place the compressing brackets in operating position.



SquareFolder

Clearing misfeed(s)

Inside the SquareFolder



1 Open the top cover.

2 Lift up both upper feed belts (A).

 **Note**

Press the green dots (B) on the latches to release.

3 Remove the misfeeds.

4 Place the upper feed belts in normal position.

5 Close the top cover.

5

Exit area



1 Open the top cover (A).

2 Lift up the cover (B) of the Belt stacker.

3 Remove the misfeeds.

4 Place the cover in normal position.

5 Close the top cover.



6. Troubleshooting

Fault codes

General

When there is a misfeed or fault condition in the Booklet Maker system, a message will be displayed on the Booklet Maker. In case there is a problem that can be rectified by the operator, a fault code and an explanation will be displayed.

Fault codes that can be rectified by the operator:

Booklet Maker: BM-201 to BM-211, BM-401 and BM-502 to BM-504
Trimmer: FTR-201 to FTR-205, FTR-401, FTR-502 and FTR-503
SquareFolder: SQF-201 to SQF-206.

BM-201 to BM-210	indicates “Clear Misfeed(s)” in the Booklet Maker
BM-211	indicates that the set is too thick to be folded
BM-401	indicates “Check staple(s)” in the Booklet Maker
BM-502	indicates “Stacker full” at the Booklet Maker
BM-503	indicates “Oil clinchers” in the Booklet Maker
BM-504	indicates “Check set” in the Booklet Maker

FTR-201 to FTR-204	indicates “Clear Misfeed(s)” in the Trimmer
FTR-205	indicates “Close trimmer belts”.
FTR-401	indicates “Empty Trim bin” in the Trimmer
FTR-502	indicates “Trimmer fan missing” in the Trimmer
FTR-503	indicates “Stacker full” at the Trimmer

SQF-201 to SQF-206 indicates “Clear Misfeed(s)” in the SquareFolder

Note

If specifically described procedures in this manual do not rectify the problem:

- Open covers and verify that everything appears to be in a normal state. Close covers.
- Switch off the power and wait 10 seconds before power is switched on again.
- Call for an authorized technician.

General fault codes

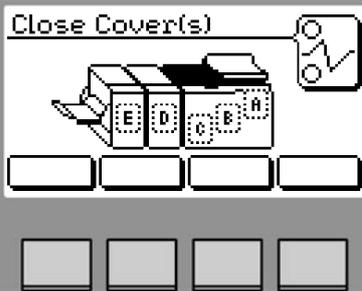
Clear Misfeed(s)



In general, fault codes indicate a misfeed condition. When a misfeed occurs, the message “Clear Misfeed(s)”, a code and the jam area will be displayed. See section 5. Clearing Misfeeds, for how to clear a misfeed.

Close cover(s)

6



When the message “Close Cover(s)” is displayed any of the interlock switches are actuated.

- 1** Check that the top cover is in down position.
- 2** Make sure that the cover of the Belt Stacker is in normal position, see section 5, Clearing Misfeeds, Exit area.

Booklet Maker fault codes

Set too thick

This message will be displayed when the set fed to the Booklet Maker is outside specifications. Open the top cover, remove the set and close the top cover.

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

Booklet Maker fault codes, continues

Stacker full

This message will be displayed when the when the belt stacker on the Booklet Maker is full. Empty the belt stacker, select Manual mode again (see page 27) and continue hand feeding or press the start button on the Collator to continue the job.

Oil clinchers

This message will be displayed every 20 000 stapling cycles. The purpose is to remind the operator to maintain stapler head and clinchers. If not doing that every 20 000 there is a great risk of a costly mechanical breakdown. See section Maintaining Your Machines on page 46 for procedure.

Check set

This message will be displayed when a calibration set is sent from the Collator. The calibration set is stopped in the Booklet Maker, providing the possibility to check the set before it is being stapeled and folded. The operator now have three choices.

- 1** Open the Booklet Maker top cover and check that the set is okay. The set can be removed from the Booklet Maker if the operator so wishes. Close the Booklet Maker top cover and press the start button on the Collator to start the job.
- 2** Press the purge button on the Collator. Check that the set fed to the belt is okay and press the start button on the Collator to start the job.
- 3** Press the start button on the Collator to start the job.

Trimmer fault codes

Close trimmer belts

This message will be displayed when the when either trimmer belt is in the lifted position. Make sure that both the infeed roller shaft and the exit compressing brackets are in the operating position, see section 5, Trimmer, Clearing Misfeed(s).

Empty trim bin

This message will be displayed when the trim bin is full or when a trim strip, due to static electricity, is prevented from falling down into the trim bin. Empty the trim bin and remove loose trim strips from inside the Trimmer. See section 1. Basics for how to remove the trim bin.

Trimmer fault codes, continues

Trimmer fan missing

This message will be displayed when Trimmer fan not is in position or missing. Check that the Trimmer fan is correctly positioned.

Stacker full

This message will be displayed when the when the belt stacker on the Trimmer is full. Empty the belt stacker. Open the Trimmer top cover and check that no set remains in the Trimmer. Close the Trimmer top cover and continue hand feeding or press the start button on the Collator to continue the job.

SquareFolder fault codes

6

Feed errors

If feed errors occur, the feed belts needs to be cleaned or the pressure on the upper feed belts needs to be increased. To clean the feed belts, see section 7, REMARKS Maintaining Your Machine. To increase the pressure on the upper feed belts follow this procedure.

- 1** Open the top cover.
- 2** Place both springs in the upper position.
- 3** Close the top cover.



Spring in normal position



Spring in upper position

7. REMARKS

Do's And Don'ts

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

Caution

- Unplug the powercord 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 powercord from the power source and call your authorized technician to correct the problem.

Warning

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

Where to put Your Machine

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 air-conditioner.
- Directly exposed to heat from heater.

7 Power connection

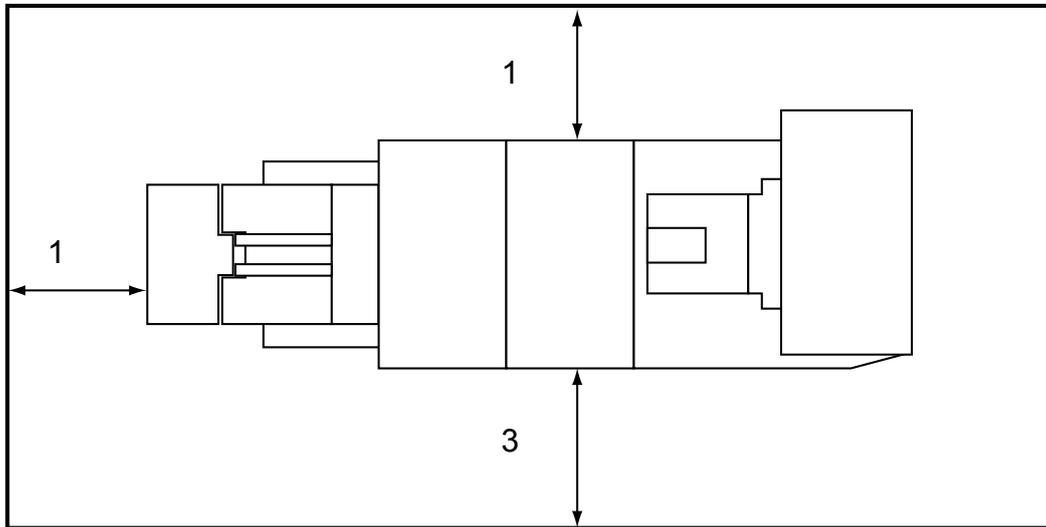
- Always connect the equipment to a properly grounded power source. If in doubt, have the power source checked by a qualified electrician.
- Never connect the machine to a power source that lacks a ground connection terminal.

 **Warning**

- Improper grounding of the equipment can result in electrical shock.

Access to machine

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



1. Rear: more than 280 mm / 11"
2. Left: more than 400 mm / 15 3/4".
3. Front: more than 555 mm / 21 7/8".

Maintaining Your Machines

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

Booklet Maker

Oil Clinchers and Stapler heads

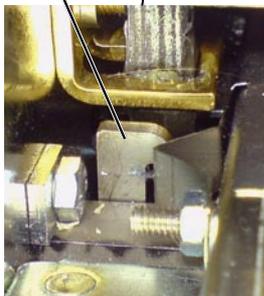
The clinchers must be oiled every 20 000 stapling cycles to avoid mechanical breakdown.



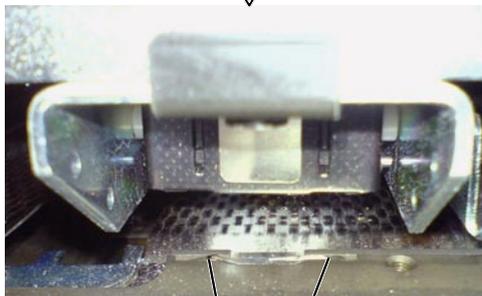
*Stapling area,
view from infeed*

B

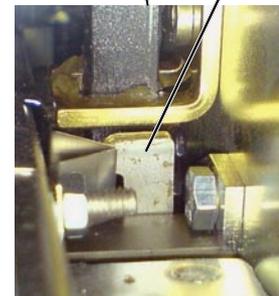
B



*close-up of clincher
lever*



*close-up of
clincher*



*close-up of clincher
lever*

A

Oil Clinchers and Stapler heads, continues

- 1** Open the top cover.
- 2** Put a couple of drops of oil in each clincher (A).

To get rid of excessive oil:

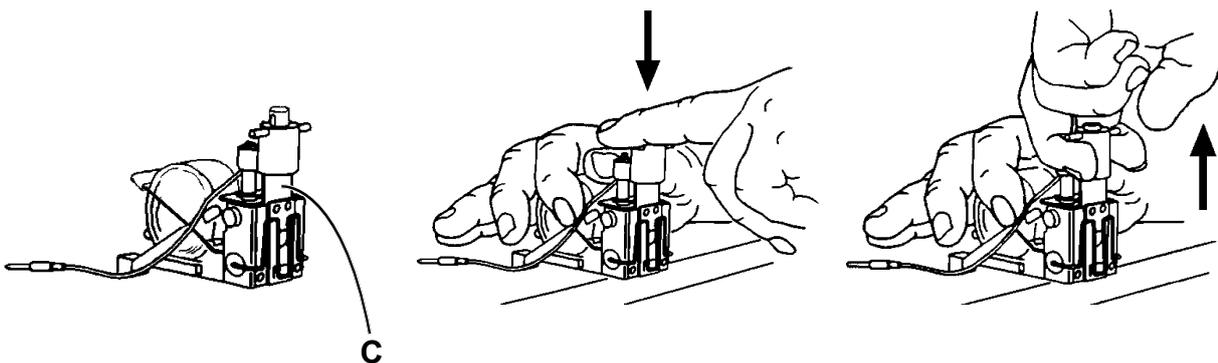
- 3** Push down clincher lever (B) a couple of times.
- 4** Push down clincher lever (B) while wiping of excessive oil with a dry cloth.
- 5** Run a few blank booklets.

When clinchers have been lubricated, the error message must be reset:

- 6** Switch of the main power switch on the machine.
- 7** Press and hold the two center buttons on the UI, buttons 2 and 3.
- 8** Switch on the main power switch and release the buttons after 2 seconds.

7

The stapler heads must be oiled every 20 000 stapling cycles to avoid mechanical breakdown.



- 9** Remove the Stapler heads according to section 1, BASICS Check staples, Staple cartridge and Stapler head.
- 10** Put a couple of drops of oil on each side of the drive post (C).
- 11** Cycle the Stapler head a couple of times before installing it again.

SquareFolder

Cleaning feed belts

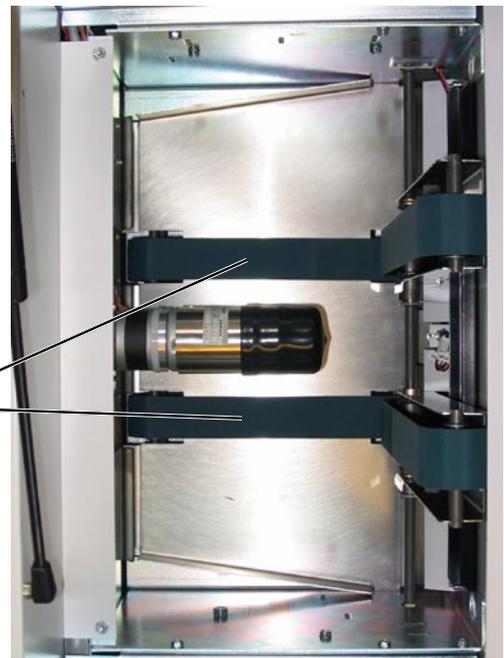
The Feed belts need to be cleaned regularly when in use, and if the unit has not been used for a period of time. How often this should be done, depends on the paper type and print quality.

An increasing number of misfeeds is one indication of the need to clean the Feed belts. Clean the feed belts with water and a lint free cloth.

- 1** Open the top cover.
- 2** Clean the upper feed belts (A). The upper feed belts can easily be rotated in either direction.
- 3** Lift up the upper feed belts to access the lower feed belts.
- 4** Clean the lower feed belts (B). Rotate the lower feed belts towards the outfeed side for complete cleaning.
- 5** Place the upper feed belts in normal position.
- 6** Close the top cover.



Upper feed belts in normal position.



Upper feed belts lifted up.

8. Specification

Machine Specifications

Booklet Maker BM 200

	Specifications	Remarks
Capacity	25 sheets of 80 gsm (20 lb. Bond)	
Speed	Up to 3000 sets/hour	
Sheet size, max	320 x 457 mm (12.6 x 18")	
Sheet size, min	206 x 275 mm (8.1 x 10.8")	
Standard Sheet Sizes	A4, A3, B4, 8.5x11", 8.5x14", 11x17"	Custom sizes are available
Paper weight, max	300 gsm (115 lb. Cover)	
Paper weight, min	64 gsm (18 lb. Bond)	
Stapler heads	2	
Staples	2 x 5000 Chisel pointed	
Job saving	Yes, 10 jobs	
Dimensions incl. base and belt stacker, H x W x D	1000 x 1420 x 670 mm (39.4 x 55.9 x 26.4")	
Weight	130 kgs (287 lbs.)	
Power Source	100 / 110 / 115 / 127 / 220 / 230 50-60Hz	+ - 10%
Power consumption	200 W or less	Continuous Operations

Trimmer FTR 200 (option)

	Specifications	Remarks
Capacity	25 sheets of 80 gsm (20 lb. Bond)	
Max booklet length, max. trimming	220 mm (8,6")	
Min booklet length, max. trimming	120 mm (4,7")	
Max booklet length, by pass	235 mm (9,2")	
Min booklet length, by pass	105 mm (4.1")	
Booklet width, max	320 mm (12.6")	
Booklet width, min	120 mm (4,7")	
Speed	Up to 1800 sets/hour	
Trim length	Up to 15 mm (0.6")	
Dimensions incl. base, H x W x D	910 x 350 x 620 mm (35.8 x 13.8 x 24.4")	
Weight	65 kgs (144 lbs.)	
Power Source	From BM 200	

SquareFolder SQF 200 (option)

	Specifications	Remarks
Capacity	25 sheets of 80 gsm (20 lb. Bond)	
Paper size	Same as Trimmer FTR 200	
Speed	Up to 1500 sets/hour	
Dimensions incl. base, H x W x D	910 x 350 x 620 mm (35.8 x 13.8 x 24.4")	
Weight	52 kgs (115 lbs.)	
Power Source	From BM 200	

