



Booklet Maker BM 61

Operator Manual

Doc No. T10185

BOOKLET MAKER BM 61

Operating Instruction

Booklet Maker Reference



Safety Information

When using this machine, following safety precautions should always be followed.

Notation conventions

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

WARNING:

Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

CAUTION:

Indicates a potentiality hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to machine or property.

Note

This sign refers to:

- Remarks for making the operation much easier. You get practical hints or knowledge to assist you in the machine operation such as:
 - Preparations required before operating
 - How to prevent papers from being misfed or damaged
 - Precautions required or actions to take after misoperation
- Limitations like numerical limits, functions that cannot be used together or conditions, under which a particular function cannot be used or obtained.
- Information.

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Keys that appear on the machine's display panel.

Safety during operation

WARNING:

- **Always connect the equipment to a properly grounded power source (wall outlet). If in doubt, have the power source checked by a qualified electrician.**
- **Improper grounding of the equipment can result in electrical shock.**
- **To avoid hazardous electric shock, do not remove any covers or screws other than those specified in this manual.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:**
 - **You drop objects or spill something into the equipment.**
 - **You suspect that your equipment needs service or repair.**
 - **Your equipment's covers has been damaged.**
 - **You notice unusual noises or odours when operating the equipment.**
 - **If the power cable or plug becomes worn out or otherwise damaged**
 - **Before cleaning and care.**
 - **Before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment**
- **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



BM 61 stand alone unit



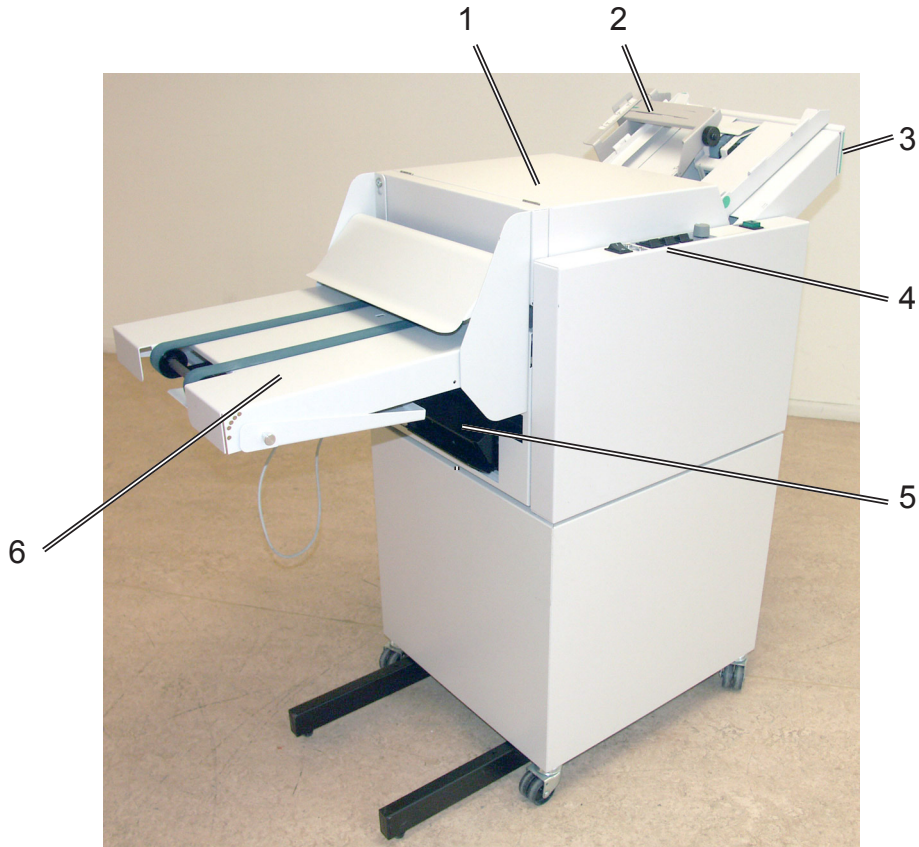
BM 61 against a collator/feeder 510

The 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.

The BM 61 can be installed against a collator/feeder or run as a stand alone unit. The bookletmaker can be installed against 's collator model 310/306 or against collator/feeder model 510.

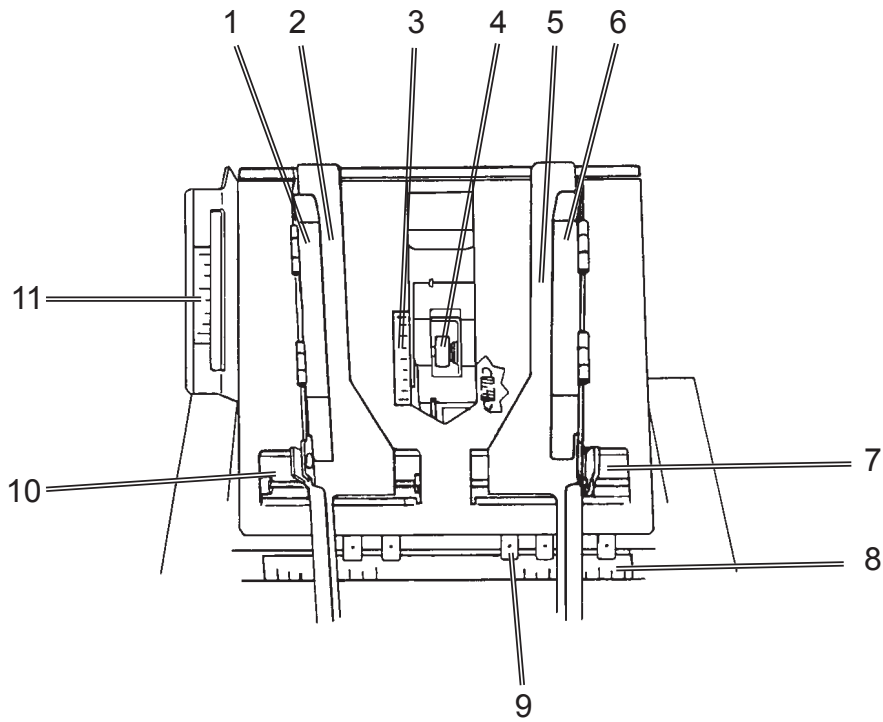
Main Components

General



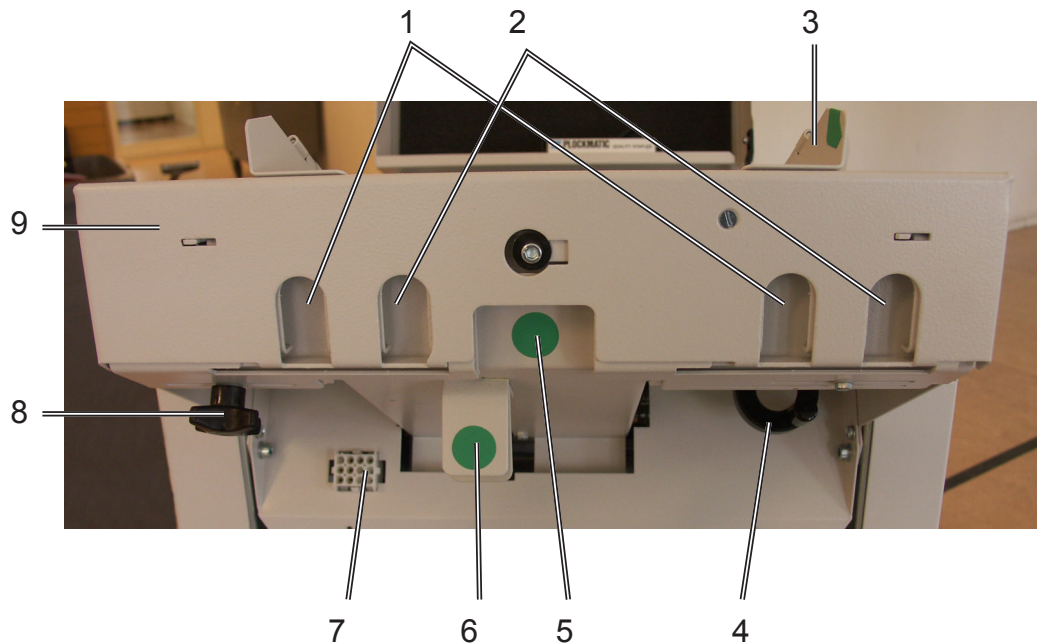
- 1. Top cover
- 2. Upper pressure roller assembly (Only used for ON-line operation to Collator)
- 3. Press area, machine release (Press here and the Booklet Maker will be released from the Collator and can be rolled away)
- 4. Control panel
- 5. Fold stop assembly
- 6. Belt Stacker (Optional accessory)

Infeed section, upper



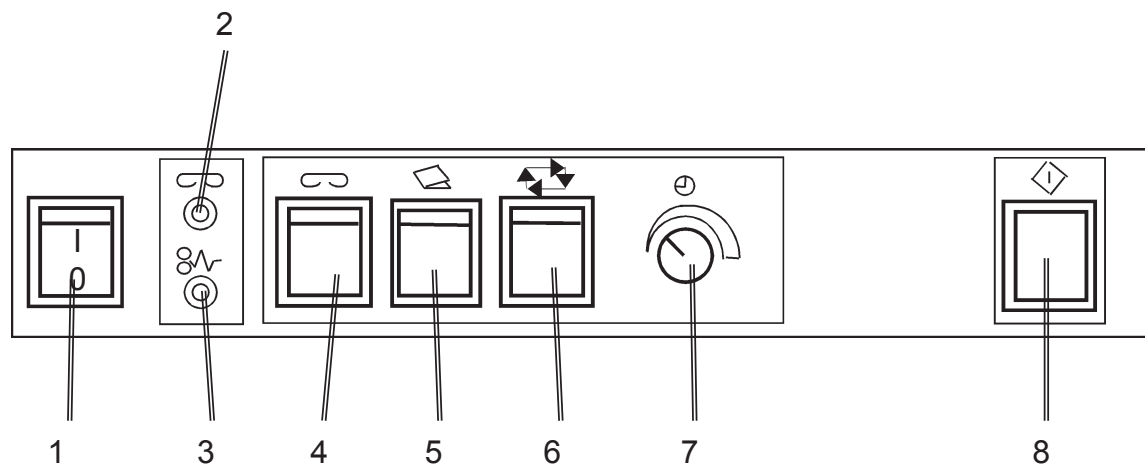
1. Upper guide, side jogger
2. Side jogger, rear
3. Scale, paper length
4. Rear jogger roller
5. Side jogger, front
6. Upper guide, side jogger
7. Release handle, side jogger
8. Scale, paper width
9. Anvil
10. Release handle, side jogger
11. Scale upper pressure roller assembly

Infeed section, upper



1. Positioning holes, small paper width (310/306: Used for A4/8½" paper widths or sizes nearby. 510: Not used.)
2. Positioning holes, large paper width (310/306: Used for A3/11" paper widths or sizes nearby. 510: Used for all paper sizes)
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

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
Automatic start SAFE MODE/ FAST MODE
 7. Time delay
 8. Manual start button
- (Can only be used OFF-line)
(Can only be used ON-line)
(Can only be used OFF-line)
(Can only be used OFF-line)

Accessories (optional)



1

2

3

4



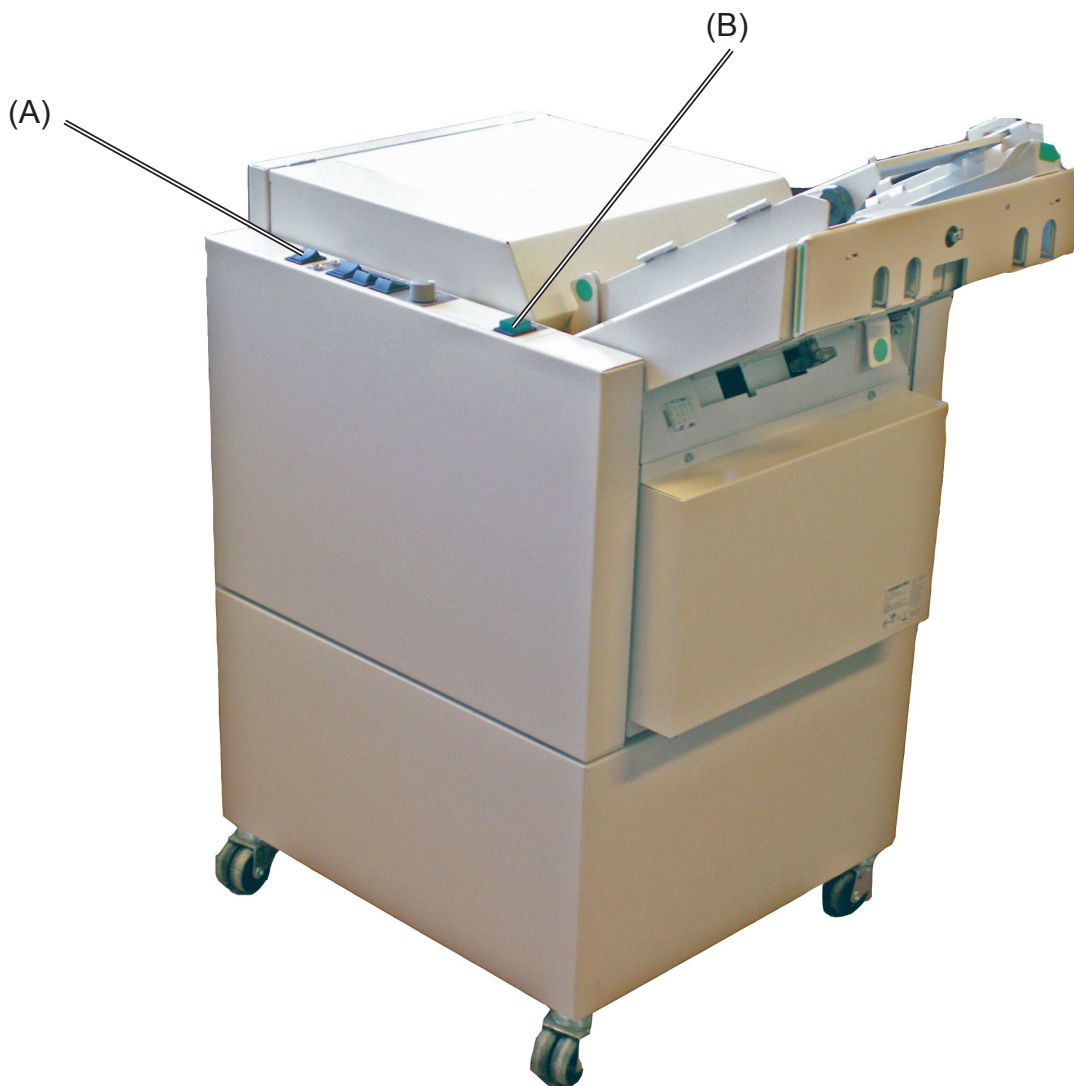
1. Belt Stacker
2. Adapter
3. Delivery Tray
4. Knob, Delivery Tray

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

1. Basics

Turning On / Off the Power

- 1** Plug the power cord into the wall outlet and into the bookletmaker.
- 2** Set power switch (A) to 1 to turn on the power, if power on the green lamp (B) will lit.
- 3** To turn off the power set power switch (A) to 0, if power off the green lamp (B) will also be turned off



Paper Settings

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 1/2"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 tBookletMaker 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.

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.

2. Settings

ON-line

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.

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.

OFF-line

Stapling and folding

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.

Folding

1. Same procedure as the last one, 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 - 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 joggers).
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 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 - 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.

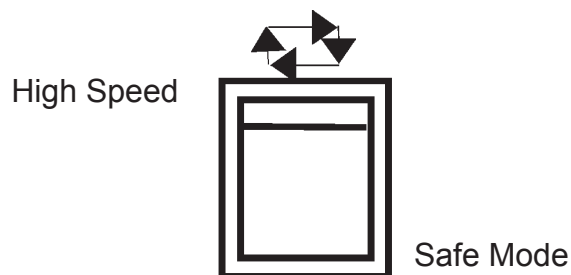
9. Remove the set.
10. Position the stapler heads over the correct anvils.
11. Set the stapling switch to ON position.
12. Set the folding switch to OFF position.
13. Select manual start.
14. Close the top cover.
15. Set the power switch to ON position.
16. To operate insert one set and press the manual start button. When stapled, remove set and insert the next one.

3. Operation

Operating the bookletmaker

Operating 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.
6. Select speed with button as shown below. (Only possible with model 510)



Operating 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 BookletMaker.
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.

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4. Troubleshooting

Troubleshooting

PROBLEM	POSSIBLE CAUSES	ACTION
Paper jam in fold roller section	Folding not selected Side joggers set too tight Too much material on belt stacker	Select folding on control panel Adjust side joggers correctly Switch on power, when the green button is lit, push it immediately for reversal feed motion on rolls.
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

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5. General remarks

Do's And Don'ts

Always connect the equipment to a properly grounded power source receptacle. When 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.
- Do not use a ground adapter plug to connect the equipment to a power source receptacle that lacks a ground connection terminal.
- Do not attempt any maintenance function that is not specifically described in this documentation.
- Do not remove the covers or guards that are fastened with screws.
- Do not install the unit near a radiator or any other heat source.
- Do not override or “cheat” electrical or mechanical interlock devices.
- Do not 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.

Placing 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 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.

 Warning

Improper grounding of the equipment can result in electrical shock.

- **Never** connect the machine to a power source that lacks a ground connection terminal.

6. Specifications

Technical specification

		BM 61 (ON-line)	BM 61 (OFF-line)
Capacity		10 sheets 80 gsm (incl. cover) 10 sheets 20 lb bond (incl. cover)	22 sheets 80 gsm 22 sheets 20 lb bond
Speed - Model 510	High	1800 A4 sized booklets/hour 1600 A3 sized booklets/hour	Adjustable up to 1800 A5 or 1400 A4 sized booklets/hour
	Low	1600 A4 sized booklets/hour 1200 A3 sized booklets/ hour	
Speed - Model 310/306		1600 A4 sized booklets/hour 1400 A4 sized booklets/hour	Adjustable up to 1800 A5 or 1400 A4 sized booklets/hour
Paper size	Min Max	200 x 270 mm, 7 7/8" x 10 5/8" 305 x 440 mm, 12" x 17 1/4"	
Stapler head		210 chisel point	
Low stapler detection		Yes	
Jam detection		Yes	
Jogging		Side and back	
Height		550 mm (880 mm incl. base) 21 5/8" (34 5/8" incl. base)	
Width		780 mm (1420 mm incl. Belt Stacker) 30 1/16" (55 7/8" incl Belt Stacker)	
Depth		500 mm 19 5/16"	
Weight		58 kg 128 lb	
Voltage		115 V 60 Hz 230/240 V 50 Hz	

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