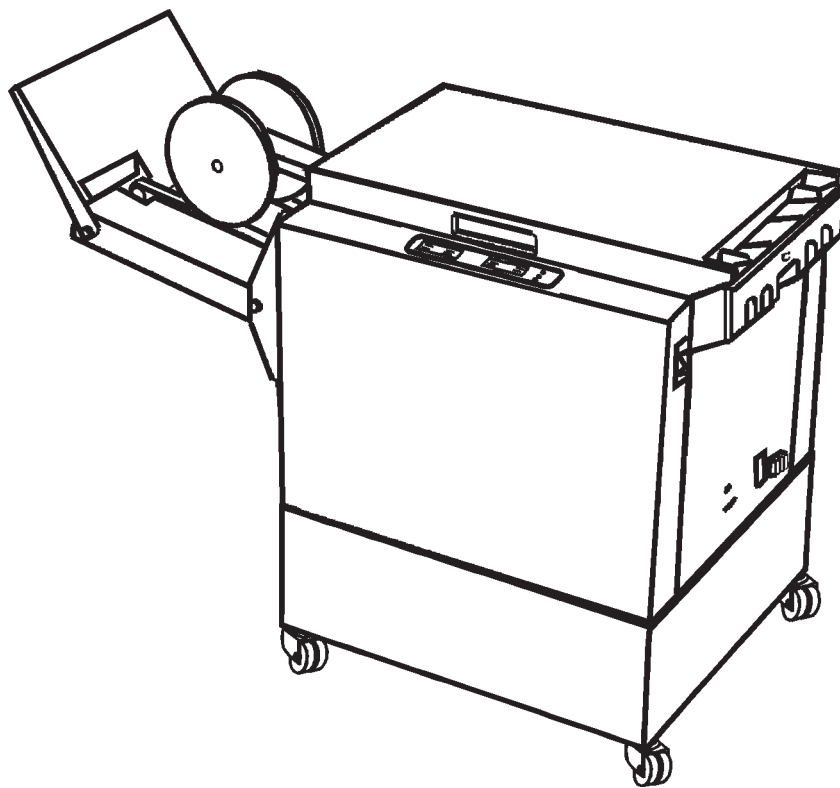


Stapler-Folder Model 82

Operator Manual



October 2004

Part No 76341

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Introduction

This operator manual describes how to operate the Stapler-folder Model 82 on-line together with collator Models 300/400, Model 1000 or as a stand alone unit.

Operational safety

Attention to the following notes ensures the continued safety 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.

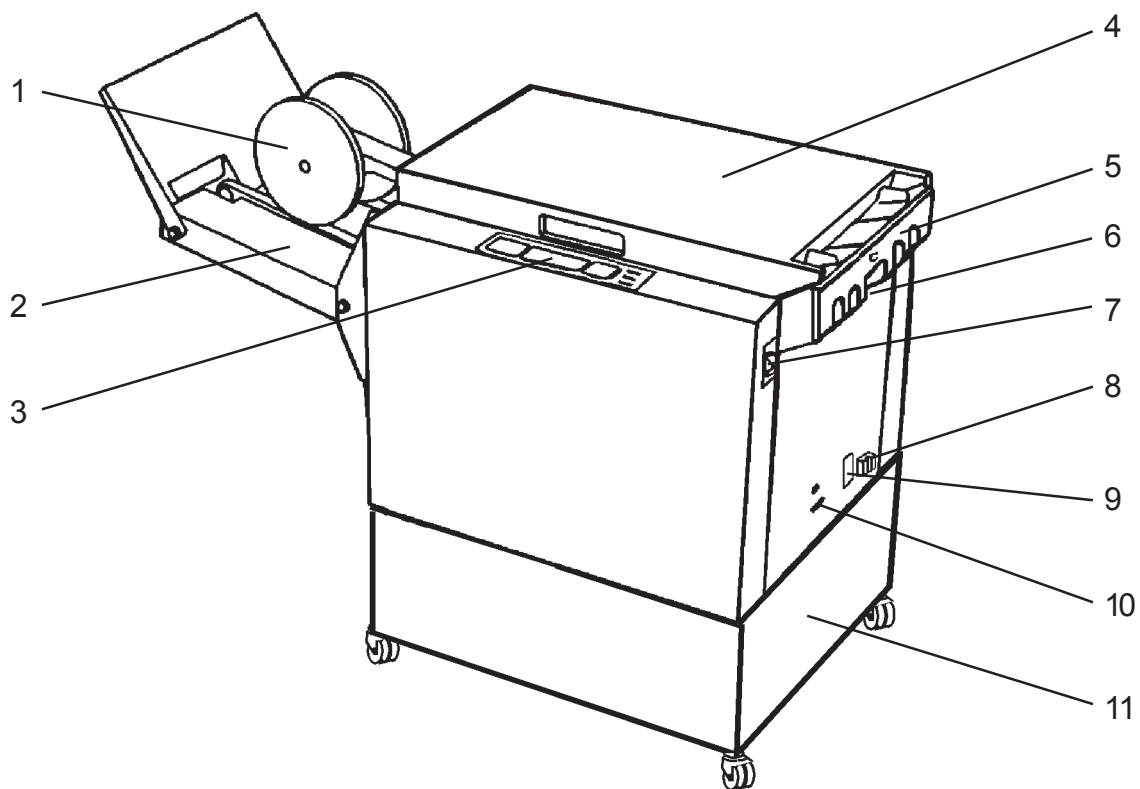
Never override or “cheat” electrical or mechanical interlock devices.

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

2. Getting to know the Model 82

Take a few minutes to become familiar with the main components of the Model 82.

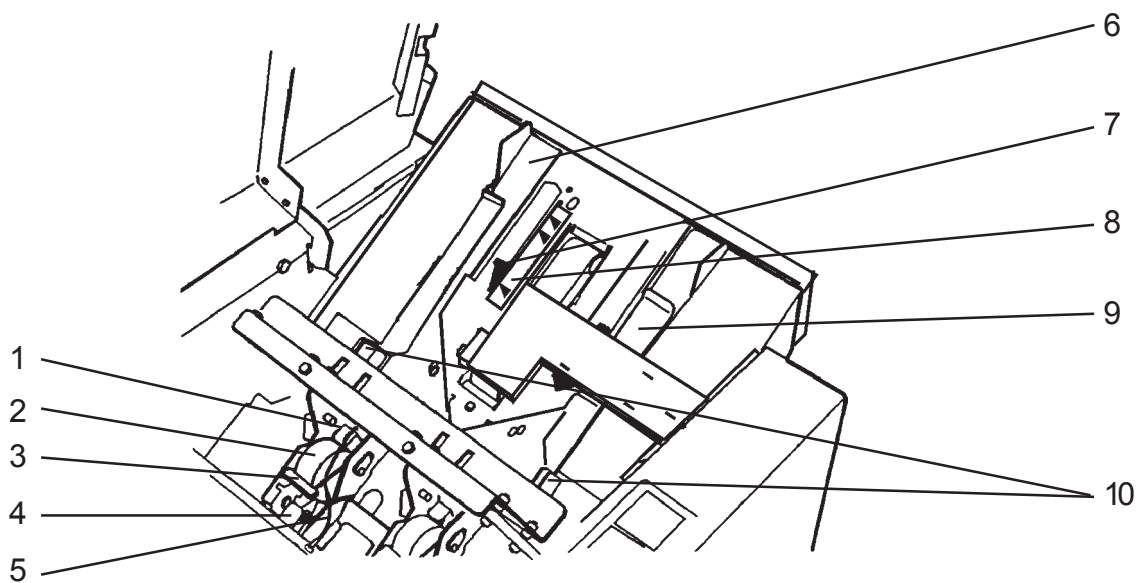
2.1 Main components



- | | |
|---------------------------------|--------------------------------------|
| 1. Output wheels | 7. Power switch |
| 2. Belt stacker | 8. Ground fault interrupter (GFI) |
| 3. Control panel | 9. Power cord receptacle incl. fuses |
| 4. Top cover | 10. Connection cable outlet |
| 5. Docking assembly | 11. Base |
| 6. Back jogger adjustment screw | |

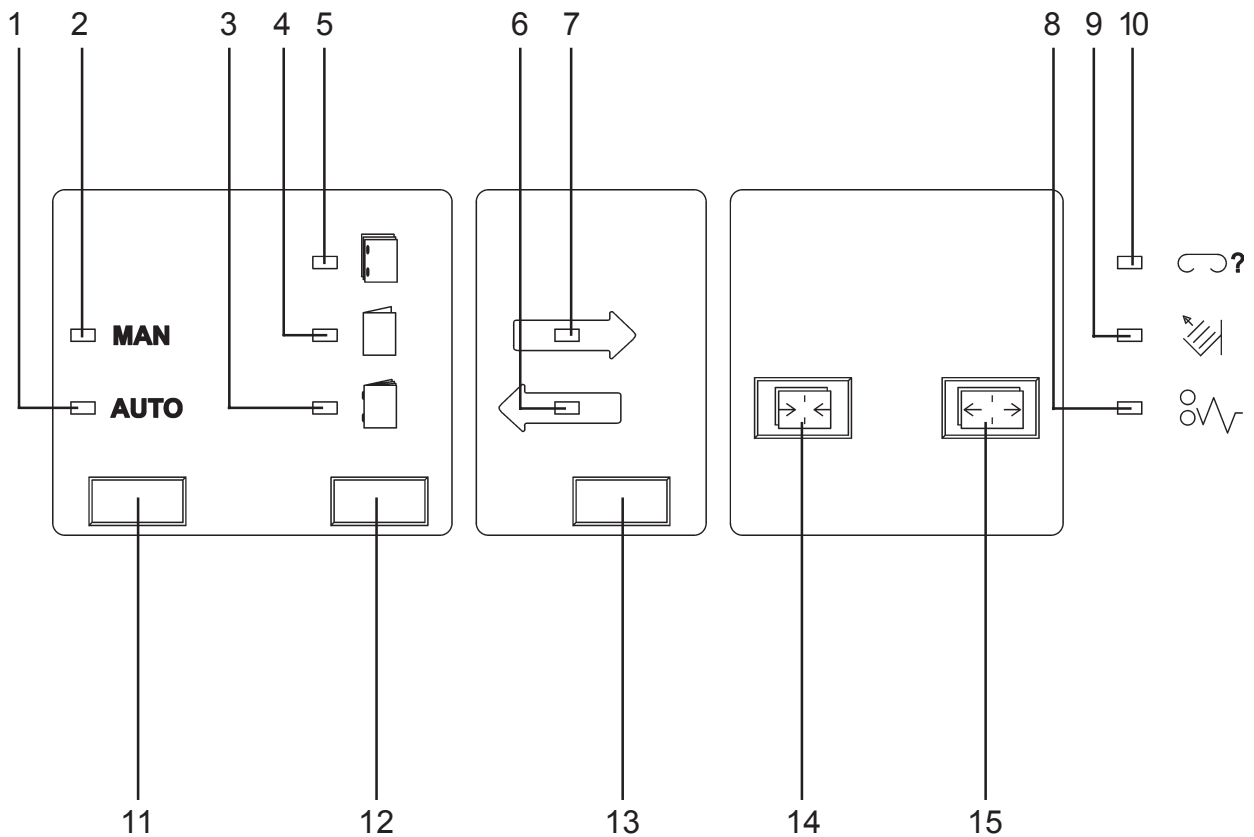
2.1 Main components cont.

When setting up the Model 82 or performing maintenance it is sometimes required to move internal components of the machine. Take a few minutes to become familiar with these components.



- | | |
|----------------------------|--------------------------------|
| 1. Stapler head | 6. Rear Side guide |
| 2. Staple cartridge | 7. Back jogger |
| 3. Cartridge locking lever | 8. Scale, length adjustment |
| 4. Stapler release latch | 9. Front Side guide |
| 5. Staple detection lead | 10. Release handle, Side guide |

2.2 Control panel



- | | |
|-----------------------------------|--|
| 1. Auto mode indicator | 9. Stacker full indicator |
| 2. Manual mode indicator | 10. Staple(s) missing indicator |
| 3. Staple and fold mode indicator | 11. Manual / Auto mode button |
| 4. Fold mode indicator | 12. Program select button |
| 5. Edge stapling mode indicator | 13. Run / Adjustment mode button |
| 6. Run mode indicator | 14. Length adjustment button, decrease |
| 7. Adjustment mode indicator | 15. Length adjustment button, increase |
| 8. Paper jam indicator | |

3. Operating and finishing modes

The Model 82 can be operated in several combinations of modes. These modes are two operating modes and three finishing modes. In this section we will explain the different modes and how they are selected.

3.1 The operating modes

The two operating modes are:

1. Manual mode

Select Manual mode if operating the Model 82 as a stand alone unit, for hand feeding.

The Manual mode is selected when the MAN LED is lit.

Press the Manual / Auto mode button to change operating mode.

MAN

2. Automatic mode

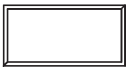
Select Automatic mode if operating the Model 82 together with a collator as an on-line system.

The Automatic mode is selected when the AUTO LED is lit.

Press the Manual / Auto mode button to change operating mode.

Note: If in manual mode when the on-line connected collator starts, the mode will automatically switch from Manual to Automatic mode, to prevent interruptions.

AUTO



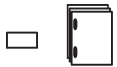
3.2 The finishing modes

The three finishing modes are:

1. Edge stapling

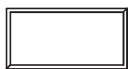
When selecting this mode by pressing the Program select button the set will exit at the lower output area. A delivery tray for edge stapled sets is available, part no. 750004.

If a Trimmer is installed to your Model 82, remove the scrap paper bin to allow the edge stapled sets to enter the delivery tray which is integrated in the base of the Trimmer.



2. Fold only

When selecting this mode by pressing the Program select button, the stapler action is switched off and the folded set will exit at the upper output area onto the belt stacker.



3. Saddle stapling and fold

When selecting this mode by pressing the Program select button, the stapled and folded sets will exit at the upper output area onto the belt stacker.



3.3 Jam indications



1. **Staple(s) missing indicator**

The Staple(s) missing indicator is illuminated when a set is missing one or two staples. The Model 82 will automatically stop the on-line system when this indicator LED is lit.

Upon indication after loading a new staple cartridge, open and close the Top cover. The Model 82 will now cycle and advance staples on the same set for a maximum of 5 stapling cycles or until staples are resumed. Replacing the staple cartridge is described in section 5.



2. **Stacker full indicator**

The Stacker full indicator is lit when the belt stacker or the delivery tray is full. Remove the finished sets. As soon as the stacker full sensor is clear the indication will go off. The Model 82 will automatically stop the on-line system when this indicator LED is lit. All sets already fed from the Collator will be processed until full stoppage.



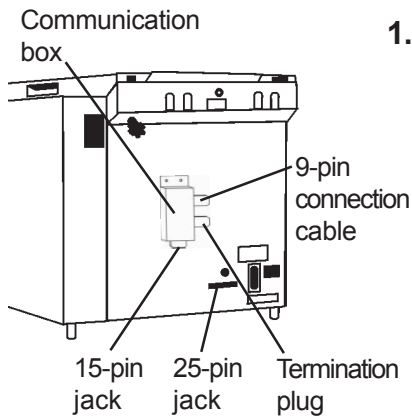
3. **Paper jam indicator**

The Paper jam indicator is illuminated when an operation in the Model 82 is not done within the preset time. Open the top cover and remove the jammed sets reachable, close the top cover and the Model 82 will automatically purge remaining jammed sets. Model 82 will automatically stop the on-line system when this indicator LED is lit.

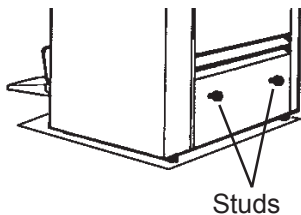
4.

Operator instructions

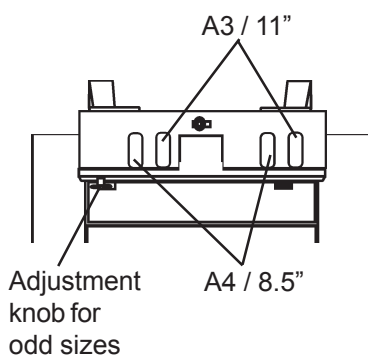
4.1 Connecting the Model 82 to a Collator



1. Make sure the main power is switched off on both machines.
For 300/400 series collator: Plug the Connection cable between the jack on the stacker side of the Collator to the 25-pin jack on the Model 82.
For Model 1000 collator: Plug the 9-pin Connection cable between the collator and the upper 9-pin jack of the Communication box. Plug the other connection cable between the 15-pin jack of the Communication box to the 25-pin jack on the Model 82. Connect a termination plug in the lower 9-pin jack of the Communication box. Connect another termination plug in the Collator.

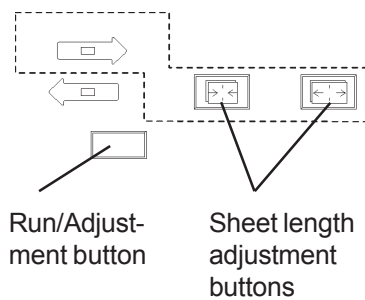
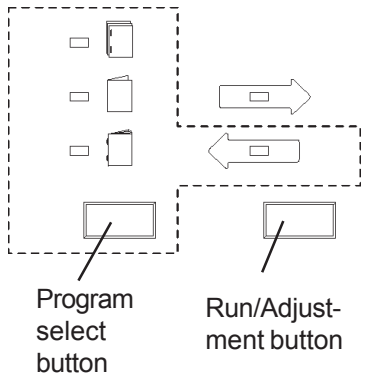


2. Connect the Power cord to the receptacle on the Model 82 and into the wall outlet. Switch on the Model 82 and Collator.
3. Move the Model 82 infeed end to the outfeed end of the Collator. The docking assembly will automatically lock onto the Collator when studs of the Collator enters the Model 82 A4 (8.5") or A3 (11") -position openings. The green mark on the rear side guide corresponding to green strip on the Collator helps you docking in the correct position.



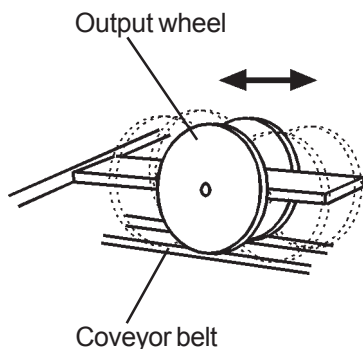
4. The docking assembly is released by pressing the green area on the side of the assembly.
5. If running an odd paper size, loosen the knob on the lower side of the docking assembly. Move the Model 82 sideways so the green mark on the rear side guide aligns with the green strip on the Collator. Normal position of the docking assembly is indicated by a centring notch.

4.2 Setting / Changing paper size



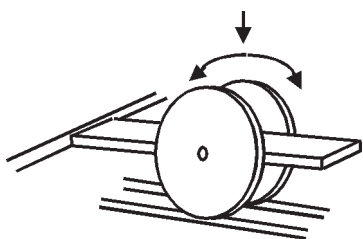
1. Select program on the Control panel:
Edge stapling, only Folding or Stapling/Folding.
2. Open the top cover and press the Run/Adjustment button to access the Sheet length adjustment buttons on the Control panel.
3. Adjust the front and rear Side guide to the paper width that will be used. Adjust the side guides by squeezing at the green marks on the release handles.
4. Release the Docking assembly to shift the positioning of the Model 82 in order to align the green stripe on the collator with the green mark on the rear Side guide.
5. Adjust the sheet length slightly larger than the paper size being used.
Close the top cover.
6. Feed one test set into the Model 82.
7. Open the top cover and adjust the sheet length so that the trail edge of the set just about touches the backjogger.
8. Check that the set is not squeezed so it buckles between the side guides. The side guides should just about touch the set. Fine adjust the Side guides if necessary.
Close the top cover and push the Run / Adjustment button to exit the Adjustment mode. The set will be processed through the machine.

4.3 Adjusting the Stacker



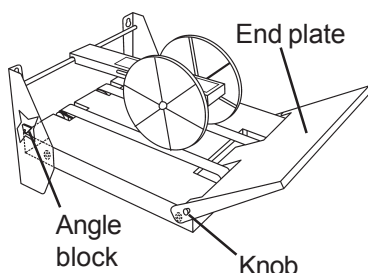
The output wheels can be positioned in four different positions.

1. The A4 / 8.5 x 11" position.
Use this position when making booklets from A4 (8.5 x 11") size paper.
2. The 8.5 x 14" position. (N/A on A4 / A3 Machines)
Use this position when making booklets from 8.5 x 14" size paper.
3. The A3 / 11 x 17" position.
Use this position when making booklets from A3 (11 x 17") size paper.
4. The outermost position.
Use this position when storing the equipment or for easier access to the delivery tray when edge stapling. This allows you to fold the Belt stacker to an upright position.



To change the position of the Output wheels:

1. Place the wheels on the conveyor belts .
2. Grasp the Output wheels and turn them towards decired position. The Output wheels should contacting the belts when shifting position.



To change the position of the End plate:

1. Grasp the End plate and pull the knob.
2. Tilt the end plate to decired angle and release the knob.

The stacker should normally be straight when connected directly to Model 82. If Stacker is connected to the Trimmer it is recommended to angle the stacker.

To change the angle of the Stacker:

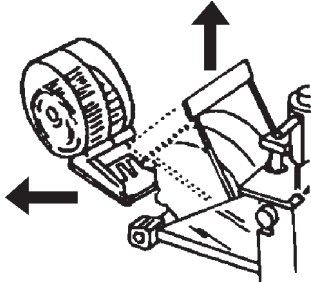
1. Lift the Stacker to an angle.
2. Turn the angle blocks and release the stacker.

4.4 Beginning the production

1. Set operating mode to Manual or Automatic (according to 3.1).
2. Set the finishing mode (according to 3.2).
3. Make the paper size adjustments (according to 4.2 and 4.3).
4. Ensure that the Model 82 is in Run mode and:
 - 5a. If running in Manual mode:
Start hand feeding the set.
 - 5b. If running in Auto mode:
Set up the Collator, run a test set and start the production.

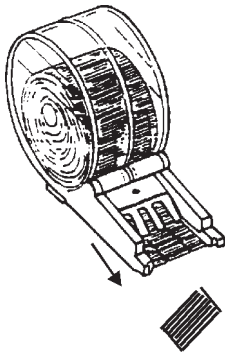
5.1 Replacing the Staple cartridge.

You may remove and replace the Staple cartridge while the Stapler head is in place within the Model 82. The Staple cartridges contain approximately 5000 staples per cartridge and can be replaced as often as necessary.

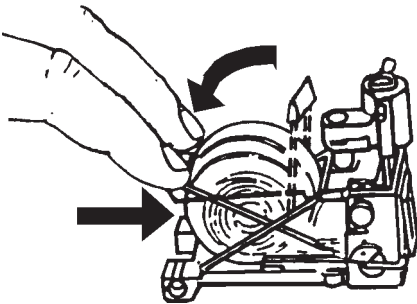


1. If the staples missing indicator is illuminated, open the Top cover and remove eventual jammed sets.

NOTE! One set must be left in stapling position (see item 8 below).

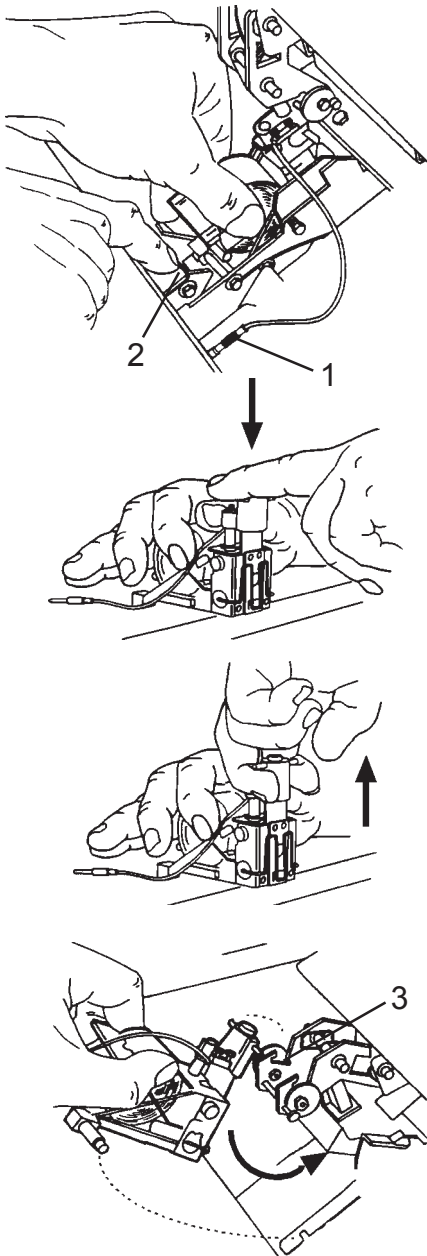


2. Raise the red handle on the Staple cartridge Locking lever.
3. Remove the Staple cartridge from the Stapler head by sliding it to the left.
4. If the cartridge is empty, discard it and replace it with a new one. Before replacing the cartridge, pull 25 mm (1 inch) of staples out of the cartridge and tear the staples downward against the staple tear line. The staple tear line is indicated by an arrow on the side of the cartridge.
5. If there has been a staple misfeed, and if it is necessary to remove the cartridge in order to clear the misfeed, pull 25 mm (1 inch) of staples out of the cartridge and tear the staples downward against the staple tear line before reinstalling the cartridge.



6. Insert the cartridge into the Stapler head with the end of the staples facing toward the head of the stapler mechanism. Push it in firmly.
7. Hold the Staple cartridge firmly in place and push down the cartridge locking lever. Close the Top cover.
8. The Model 82 will automatically cycle and advance staples until both stapler heads are driving staples for a maximum of 5 stapling movements.
If staples are not resumed after 5 stapling cycles, the staple indication will come on. This indicates that the staple cartridge was not loaded successfully. Repeat this procedure.

5.2 Replacing the Stapler head / Clearing staple jam



1. Switch the power switch to OFF (0) position. Open the Top cover on the Model 82. Disconnect the Staple indication lead (1) from the socket.
2. Hold the Stapler head in place, press the Release lever (2) to release the rear end of the stapler head and lift up this end.
3. 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.
4. Remove stapler cartridge. Look inside stapler head to locate jammed staples by eject point. Remove staples if any.
5. Position the Stapler head over the edge of a firm surface (for example, the top of a table or the Model 82).
6. While securely holding the head, actuate the Stapler up and down through full travel. Perform this operation first without staple cartridge then with staple cartridge. Repeat this a few times to ensure that the staples are ejected at each down movement.
NOTE: Actuation must be performed without excessive force. If binding occurs there may be broken staples inside. Dis-assembly may be required.
7. To reinstall the Stapler head, insert the pin at the top of the stapler head into the Stapler retraction swing arm (3).
8. 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 (2) snaps into place, locking the Stapler head in position.
9. Press down the front end of the Stapler head until it snaps in position under the frame assembly.
10. Reconnect the Staple indication lead (1).

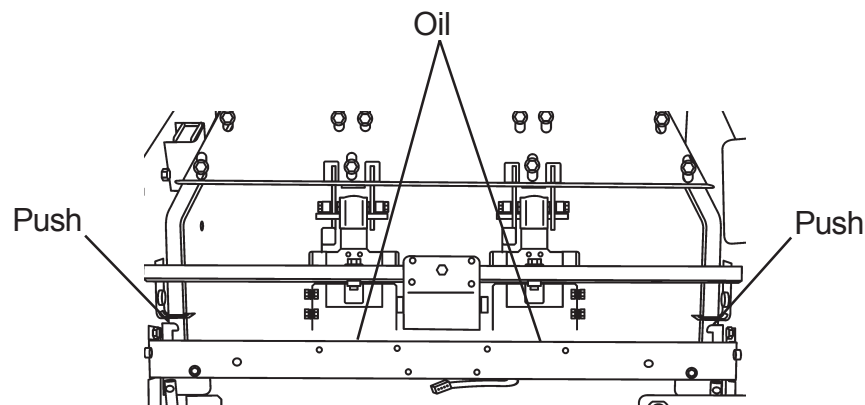
5.3 Lubrication of Clinchers and Stapler Head

The Clinchers must be oiled every 20 000 cycles.
When lubrication is due, out of staple indicator flashes.

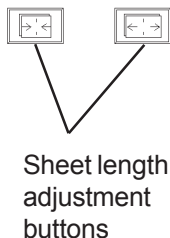
1. Put a couple of drops of oil in each clincher.

To get rid of excessive oil:

2. Push down each clincher lever a couple of times.
3. Push down clincher lever while wiping off excessive oil using a dry cloth.
4. Run a few blank booklets.



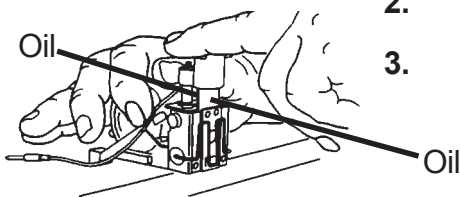
When clinchers have been lubricated, the flashing staple indicator must be reset:



5. Press and hold both sheet length adjustment buttons simultaneously.
The staple indicator will first go from flashing to on.
After 4 seconds the indicator will go off.
6. Release the buttons.

The stapler head drive post on each stapler head must be lubricated every 20 000 cycles.

1. Remove the stapler head according to section 5.2.
2. Put a couple of drops of oil on each side of the drive post.
3. Cycle the stapler head a few times before installing it again.



5.4 Cleaning of Fold rollers.

The Fold rollers need to be cleaned regularly when in use. How often this should be done is depending on what kind of paper and print that is used in the unit.



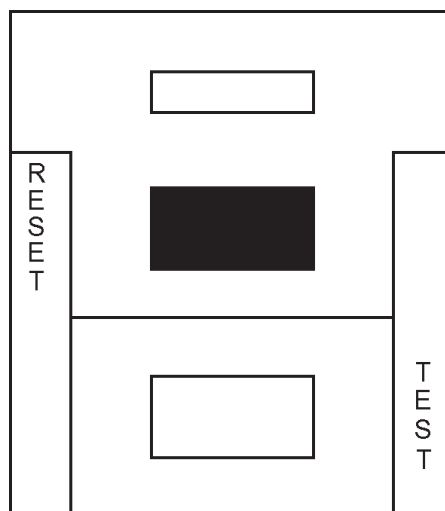
1. Open the Top cover. Clean the accessible areas of the Fold rollers with a rubber reactivator liquid. Clean from both the inside of the unit and through the output opening.
2. Close the Top cover and run one set of two sheets through the unit.
3. Repeat step 1 and 2 until rollers are cleaned (approximately 2-3 times).

5.5 GFI function test and resetting.

WARNING: DO NOT use the Model 82 if the following test fails. No additional testing should be performed. Call for service.

When testing the Ground Fault Interruptor (GFI), the Model 82 Power cord must be connected to the wall receptacle and the Main Power switch in ON (1) position.

1. Press the red "TEST"- button.
2. Press the black "RESET"-button. A red flag should appear in the window of the GFI.
3. Press the red "TEST"- button. The red flag should disappear.
4. Press the black "RESET"-button again. The Model 82 should now be ready to use.



6.1 Troubleshooting

PROBLEM	POSSIBLE CAUSES	ACTION
Front panel does not light up.	Power cord not connected. Ground Fault Interruptor released. Fuse in the power cord receptacle defective.	Connect power cord. Check the GFI according to 5.5. Replace fuse.
Poor jogging of sets.	Front and rear Side guides not adjusted properly to the set. Back jogger not adjusted properly to the set.	Check/correct according to 4.2. Check/correct according to 4.2.
Out of staple indicator illuminated on front panel.	Staple cartridge empty. Staple jammed in Stapler head.	Replace according to 5.1. Remove head according to 5.2 and clear jam.
Out of staple indicator flashing on front panel.	Clinchers need to be lubricated.	Oil clinches according to 5.3
Jam indicator illuminated on the front panel.	An operation in the Model 82 is not done within preset time. Model 82 is not properly aligned to Collator. Few stations used in one of the Dual Tower Collator can cause sheets to enter the model 82 too fast.	Open the top cover and remove jammed sets reachable. Align machines so the set enters Model 82 centered between the side guides. Move the sheets loaded to the other tower. Recalibrate and run.
Deformed staples.	Foreign objects in stapler head. Too many sheets / too heavy stock. A staple is jammed by the clinchers.	Remove head according to 5.2 and clean head. Check and correct according to specifications section 7. Remove staple from clincher. Push down clincher levers for easier access.
Set is incorrectly folded.	Sheet length incorrectly adjusted	Check/correct according to 4.2.

7.

Specifications

7.1 Specification

	Stapler / Folder Model 82
Stapling / Folding capacity	20 sheets of 80 gsm (20 lb Bond)
Minimum sheet size (Booklet making)	210 x 279 mm (8 1/4 x 11")
Maximum sheet size (Booklet making)	297 x 432 mm (11 3/4 x 17")
Sheet size (Edge stapling)	A4 (8½ x11")
Paper weight minimum	60 gsm (16 lb Bond)
Paper weight maximum	200 gsm (74 lb Cover)
Speed edge stapling	Up to 3000 sets per hour A4 (8½x11")
Speed booklet making	Up to 3000 sets per hour A5 (5½ x8½") booklets Up to 2000 sets per hour A4 (8½ x11") booklets
Stapler heads	2
Staples	2 x 5000 chisel pointed
Clinchers	Yes
Stacking capacity edge stapling	50 sets of 10 sheets booklets
Missed staple detection	Yes
Empty staples detection	Yes
Paper jam detection	Yes
Stacker full detection	Yes
Total counter	Yes
Jogging	Side and Back
Height	860 mm (34")
Width	635 mm (25")
Depth	596 mm (23 1/2")
Weight	66 kg (145 lb)
Electrical Data (including Trimmer Model 83)	220/230/240 V AC 50-60 Hz 2 A 105/115/125 V AC 50-60 Hz 4 A

