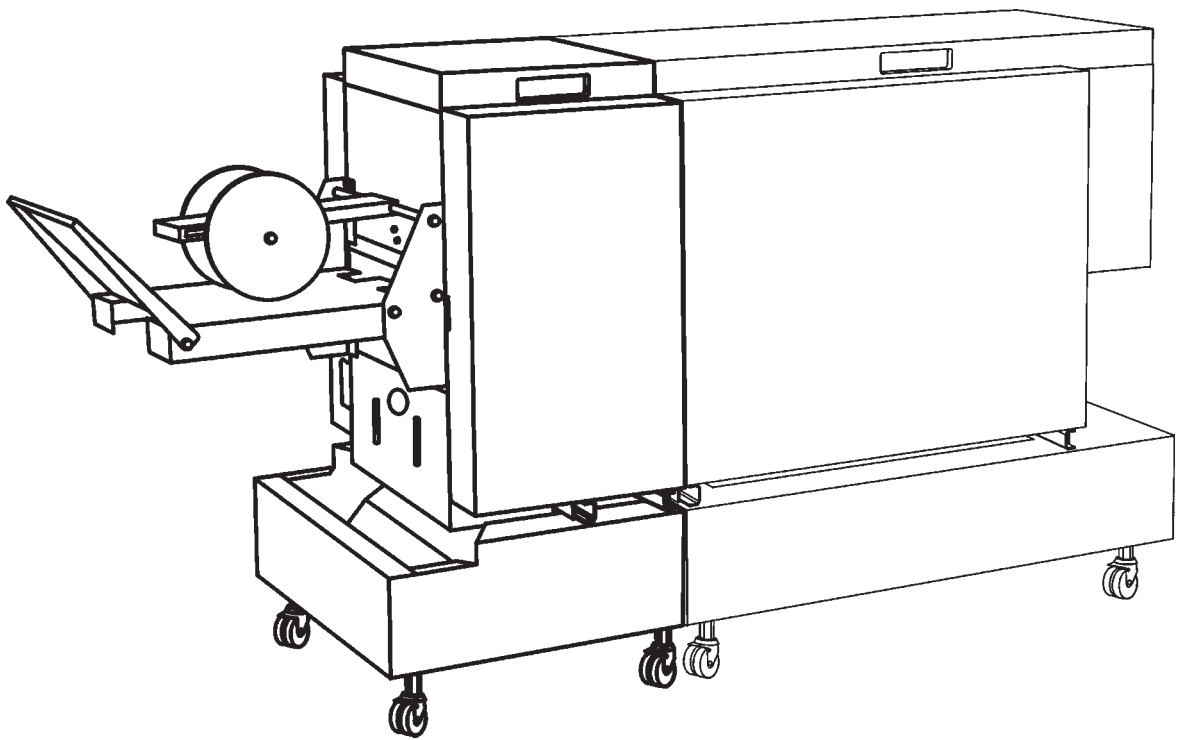


# ***Trimmer Model 103***

## ***Operator Manual***



***March 1999***

***Part No. 89981***

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# 1. Introduction

## 1.1 Operational safety

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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.

## 2. Getting to know the Model 103

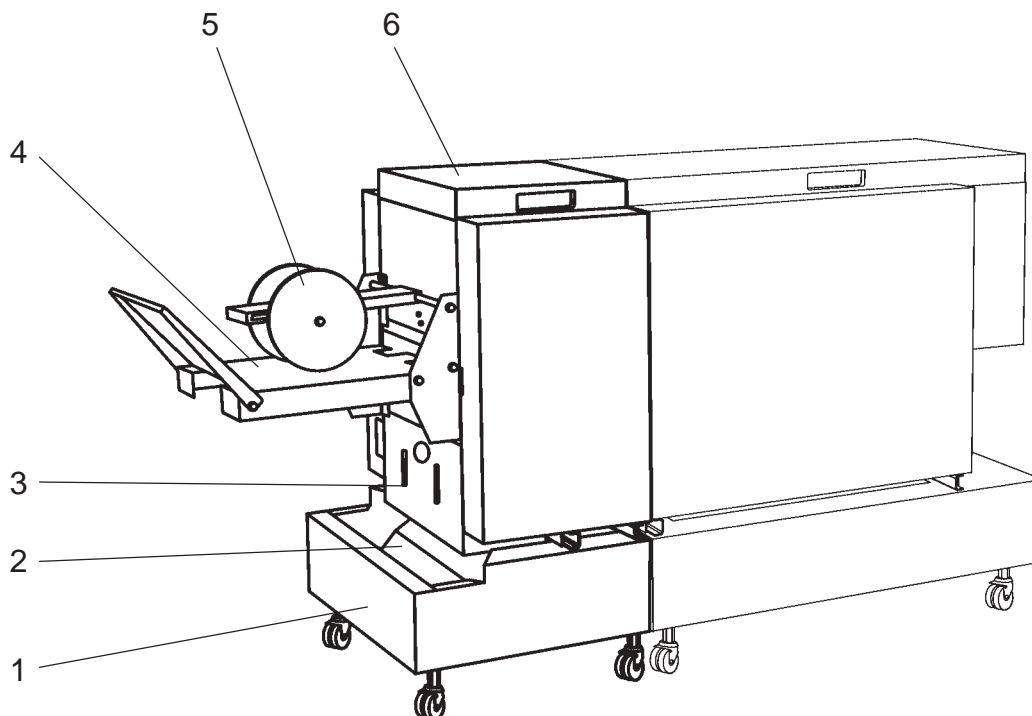
### 2.1 Main components

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The Model 103 is designed to be connected with the bookletmaker Model 102 and the air feed collator Model 100.

The Model 103 is equipped with a motor driven and motor adjusted paper stop to ensure reliable and flexible usage.

Take a few minutes to become familiar with the components of the Model 103.

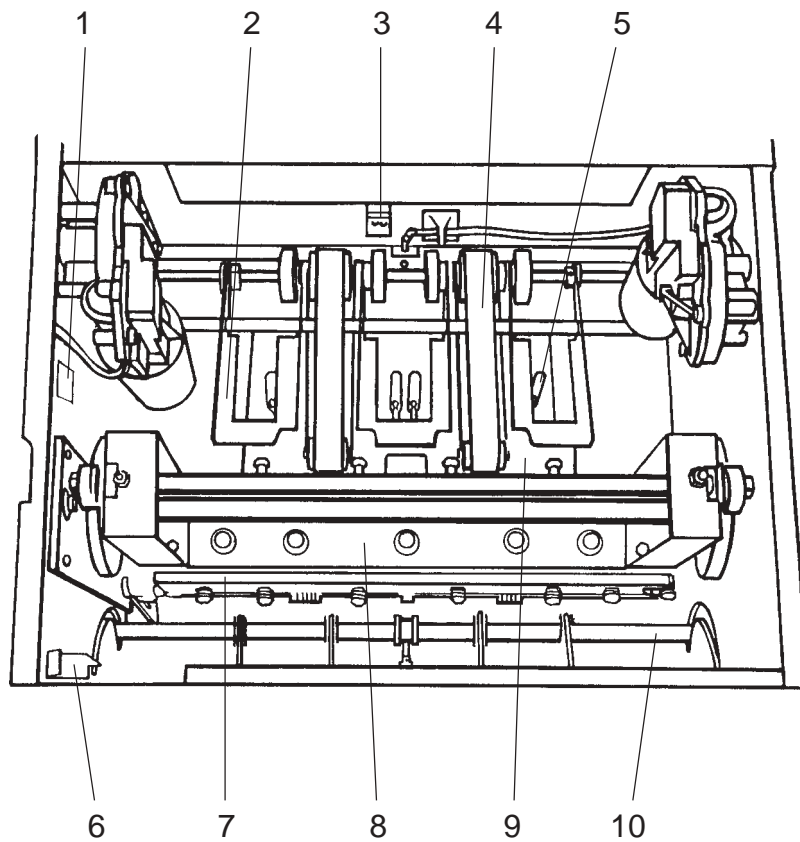


- 1 Base
- 2 Delivery tray
- 3 Scrap paper bin
- 4 Belt stacker
- 5 Output wheel
- 6 Top cover

## 2.1 Main components, continues

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The Model 103 interior has parts that you will come in contact with if paper jams occur.

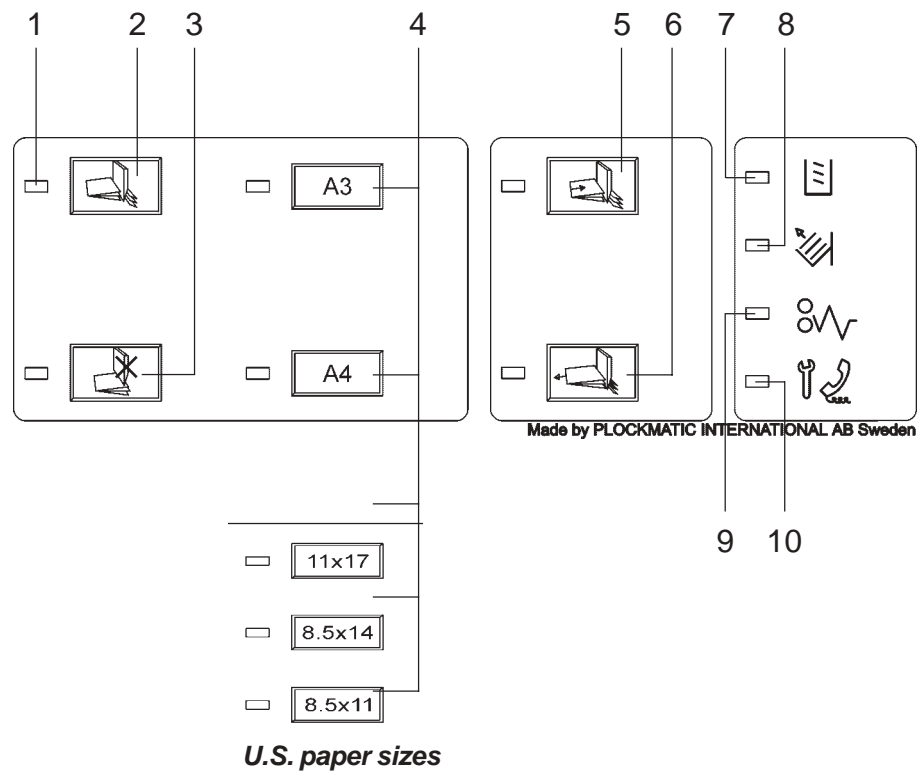


- |   |                           |    |                    |
|---|---------------------------|----|--------------------|
| 1 | Total set counter         | 6  | Infeed latch       |
| 2 | Exit compressing brackets | 7  | Upper knife        |
| 3 | Outfeed latch             | 8  | Upper knife beam   |
| 4 | Transport belt            | 9  | Deck plate         |
| 5 | Trimmer stop              | 10 | Input roller shaft |

## 2.2 Control panel

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The control panel consists of selection buttons and status indicators.



- |   |                    |    |  |
|---|--------------------|----|--|
| 1 | Mode indicator LED | 7  | Scrap paper bin full indicator         |
| 2 | Trimmer mode       | 8  | Stacker full indicator                 |
| 3 | By-pass mode       | 9  | Paper jam indicator                    |
| 4 | Paper size buttons | 10 | Dull knife indicator<br>(call service) |
| 5 | Increase trimming  |    |  |
| 6 | Decrease trimming  |    |  |

### 3. Operator instructions

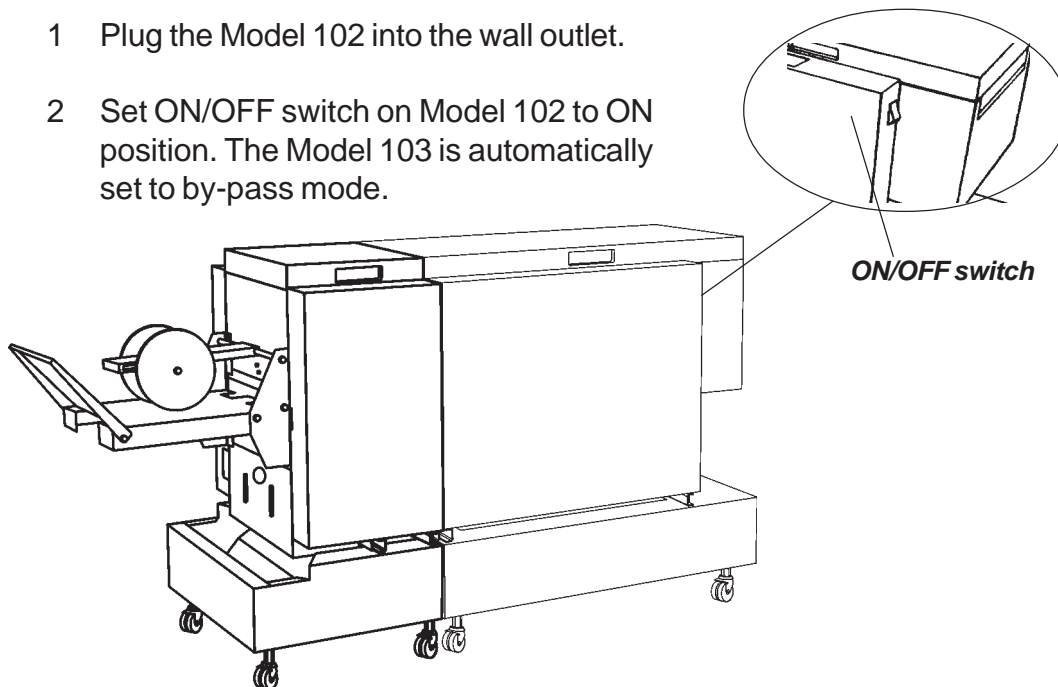
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This chapter explains the operation of the Model 103 when operating on-line with the Model 102.

#### 3.1 Switching on the Model 103 power

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- 1 Plug the Model 102 into the wall outlet.
- 2 Set ON/OFF switch on Model 102 to ON position. The Model 103 is automatically set to by-pass mode.



- 3 Wait until there is steady illumination of the paper size indicator. If you previously used the Model 103, the paper size that was last used will illuminate.

#### 3.2 Setting up the Model 103

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##### Select a paper size

- A3
- A4
- 11x17
- 8.5x14
- 8.5x11


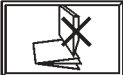
Select the required paper size by pressing the corresponding button.

**NOTE:** Allow the Model 103 10 seconds for adjusting to the selected paper size.

## 3.2 Setting up the Model 103, continues

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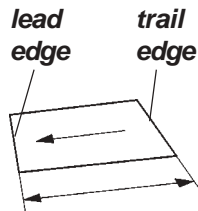
### Select operating mode

-  Press this button for trimmer mode.
-  Press this button for by-pass mode.

### Selecting side stapling or corner stapling on the Model 102

When side stapling or corner stapling is selected on the Model 102 the completed sets are delivered into the built in delivery tray in the Model 103 base. Since the scrap paper bin is situated just above the delivery tray the scrap paper bin have to be removed before the job is started. See section 3.4 for instructions how to remove the scrap paper bin.

### Selecting booklet making on the Model 102



When booklets are made from sheets where the distance between lead edge and trail edge is shorter than 279 mm (11") the Model 103 has to be removed. See section 3.3 for instructions how remove and refit the Model 103.

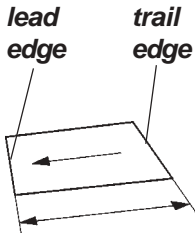
**NOTE1:** *If a jam occurs in the Model 103, it will automatically switch to by-pass mode. The control panel will however still be indicating trimmer mode. When the jam is cleared and top cover is closed, the Model 103 will return to trimmer mode.*

**NOTE2:** *When used together with air feed collator Model 100, trimming must be selected before the job is started. Switching the Model 103 from by-pass to trimming after the job is started could cause jam.*

### 3.3 Removing trimmer Model 103 from bookletmaker Model 102

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When booklets are made from sheets where the distance between lead edge and trail edge is shorter than 279 mm (11") the Model 103 has to be removed. Proceed as follows:

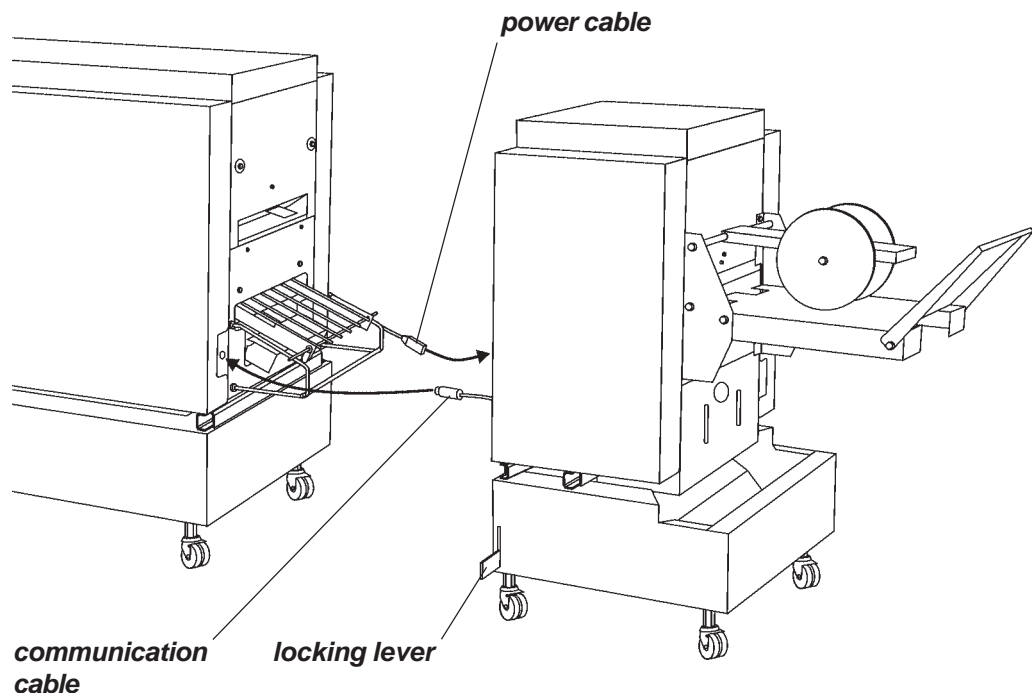


- 1 Press down the locking lever on the back side of the Model 103 base.
- 2 Move the Model 103 approximately 150 mm away from the Model 102.

**CAUTION:** When the Model 102 and 103 are separated the Model 103 can move freely on the base.

- 3 Disconnect the communication cable from the Model 103 and the power cable from the Model 102.
- 4 Move the conveyor belt stacker over to the Model 102.

When you need to reattach the Model 103 to the Model 102 follow the steps above in reversed order.

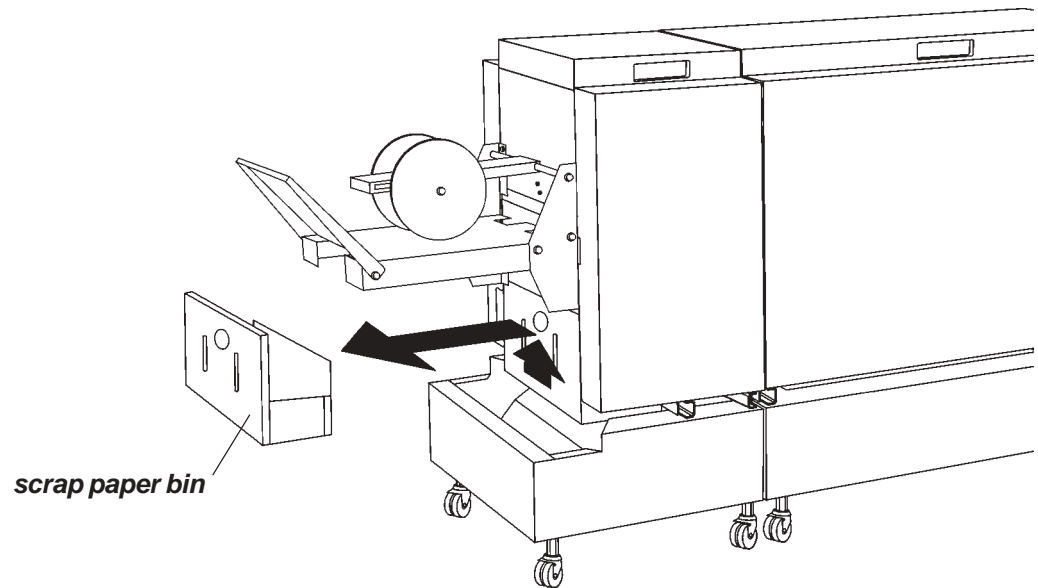


### 3.4 Removing the scrap paper bin

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The scrap paper bin need to be removed either to be emptied or when side stapling or corner stapling is selected on the Model 102.

Remove the scrap paper bin by lifting it and pulling it out.

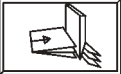


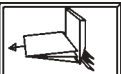
### 3.5 Adjusting the cutting margin

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The preset sizes are set for an approximately 4 mm cut of the middle sheet of the booklet. This can easily be adjusted by pressing the adjustment buttons to increase or decrease the cutting margin. By pressing and holding the button down the trimmer stop will move continuously. Pressing and immediately releasing the button will move the trimmer stop approximately 0,5 mm.

#### Adjustments

 Press this button to increase the trim.

 Press this button to decrease the trim.





Number of sheets per booklet	Amount of trim	Adjustment procedure
2 through 5 sheets	4 mm	Default setting is 4 mm. No adjustment required
6 through 10 sheets	5 mm	Press the adjustment button two times to increase the trim
11 through 15 sheets	6 mm	Press the adjustment button four times to increase the trim
16 through 20 sheets	7 mm	Press the adjustment button six times to increase the trim

## 3.6 Status indicators

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When a status indicator comes on it does not usually require a service call. After the condition is corrected, you may continue production.

### Indicators

-  Scrap paper bin full. Empty scrap paper bin.
  
-  Belt stacker full. Empty belt stacker.
  
-  A paper jam has occurred in the trimmer paper path. See section 4, Problem solving for reference.
  
-  The trimmer knife has taken too long to complete the trimming cycle. Open and close the top cover. If the indicator light stays on, call your service representative for service.

## 4. Problem solving

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This chapter explains how to clear a jam that may occur during the operation of the Model 103. After clearing a jam, close the top cover and continue the production.

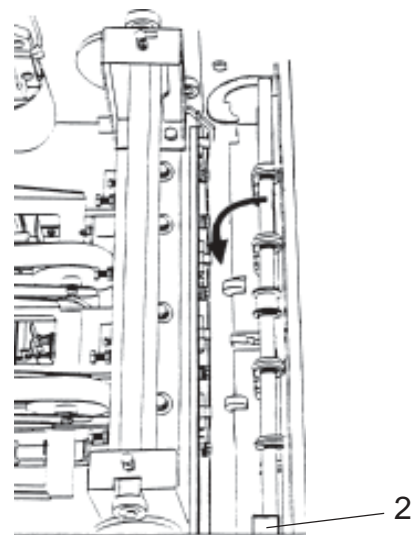
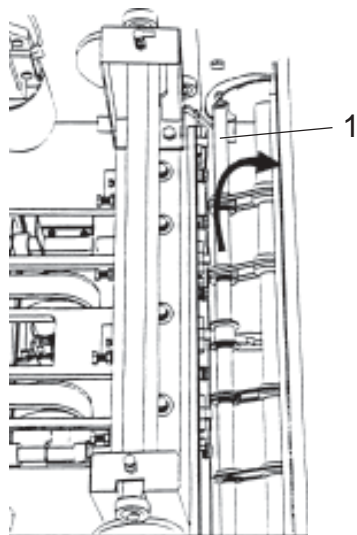
### 4.1 Clearing jams

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The upper trimmer knife on the Model 103 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.

#### Input area jam clearance

- 1 Lift up the input roller shaft (1) to the latched position.
- 2 Remove the jam in the input area.
- 3 After the jam is removed, lift up the latch (2) and place the input roller shaft into operating position.

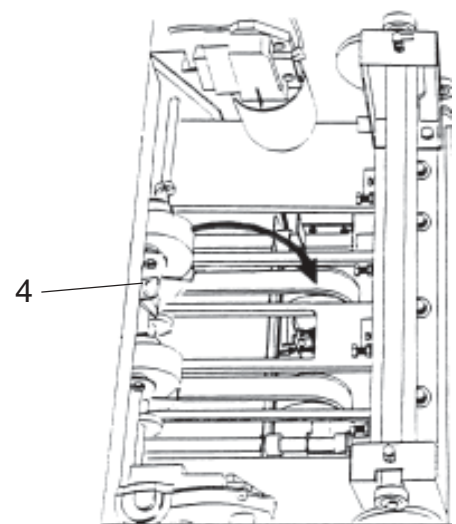
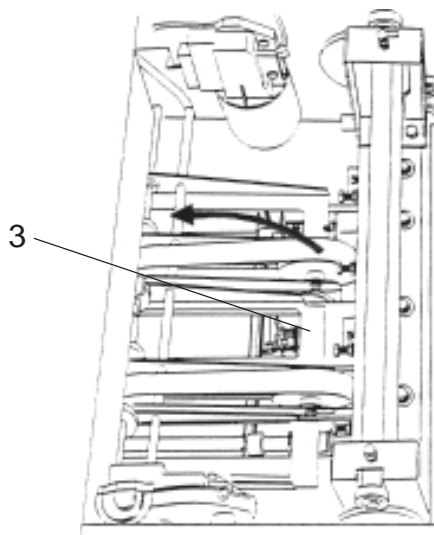


## 4.1 Clearing jams, continues

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### Exit area jam clearance

- 4 Lift the exit compressing brackets (3) and secure them under the latch (4).
- 6 Remove the jam from the exit area.
- 7 After the jam is removed, lift up the latch (4) and place the compressing brackets (3) in operating position.



## 4.2 Trouble shooting table

Use the below table as reference to solve problems that may occur when operating the Model 103.

Problem	Possible cause	Action
Trimmed scraps are coming out of the Model 103 and on to the belt stacker	Trim width too small	Increase the trimming
Scrap paper bin indicator stays on after bin has been emptied 	A trimmed piece may be caught in paper chute	Remove piece from paper chute
The jam indicator light stays on after jam has been cleared 	The input roller shaft may be in upper position  The exit rollers and compressing brackets may be in upper clearance position	Release the input roller latch and place the shaft in operating position  Release the exit compressing brackets latch and place them in operating position
The trimmer knife indicator light is on 	The booklet may be too thick	Check that the booklet does not contain more than 24 sheets of 75 gsm paper
No trimming even though the control panel indicates trimmer mode	Jam caused the Model 103 to switch to by-pass mode. The control panel will however still be indicating trimmer mode.	Open top cover and clear jam

## 5. Specifications

### 5.1 Specifications

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<b>Trimmer Model 103</b>
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<b>Capacity</b>	Up to 96 sheets 75 gsm
<b>Speed</b>	Up to 1800 booklets/hour
<b>Booklet size</b>	<b>Min</b> 210 x 279 mm <b>Max</b> 320 x 457 mm
<b>Paper weights</b>	<b>Min</b> 60 gsm <b>Max</b> 240 gsm
<b>Preset programmes</b>	A3, A4 / 11"x17", 8.5"x14" and 8.5"x11"
<b>Jam detection</b>	Yes
<b>Dimensions (HxWxD)</b>	945 x 470 x 620
<b>Weight</b>	80 kg
<b>Voltage</b>	230 / 240V 50 - 60 Hz 115V 60 Hz

The machine design and specifications are subject to change without notice

