

Operating Instructions

SUPERFAX **AUTOMATIC BOOKLET MAKER** **MODEL BK-10**



Read this "Operation Manual" carefully before use.
Keep it at a specific place for handy reference.

SUPERFAX INTERNATIONAL
Tokyo - Japan

Safety Instructions

Definition of Symbols and Notes

In this manual following names and signs stand for possible dangers.



Danger

This Symbol stands for immediate danger threatening the life and health of persons. Disregarding these instructions may cause severe damage to health and even serious injuries.




Caution

This symbol stands for an endangering situation that may occur. Disregarding these instructions may lead to slight injuries or damage to property.



Note

This symbol stands for notes, operational hints and other useful information. They are convenient for exploiting the machine's functional abilities.

Danger	
	Operate the collator at a proper supply voltage. Use an exclusive outlet, as overloading may cause fire or an electrical shock.
	Do not place any objects containing water, such as vases, flowerpots and cups, on the machine. Spilled water can cause fire or an electrical shock..
	Do not damage, destroy or process the power plug and cord. Placing heavy things on the cord, pulling it, or bending it forcibly may damage the plug and cord and cause fire or an electrical shock.
	Do not plug or unplug the power cord from an outlet with a wet hand; it can result in an electrical shock..
	Do not remove the cover of the machine, as it can cause an electrical shock or injury.
	Do not dismantle the machine, it may cause fire or an electrical shock.
	Continuing operation in spite of irregularities, such as overheating, smoking and unusual odor, may cause fire or an electrical shock. In such cases, turn off the power switch, remove the plug from the outlet and contact your dealer.
	When foreign substances, such as metal fragments, water or other liquids, fall into the machine, turn off the power switch immediately, remove the plug from the outlet and contact your dealer. Continued operation with such substances in the machine may cause fire or an electrical shock.

Caution



Do not touch any part of the drive, including the roller, with a hand. It may cause an injury.

Do not allow hair, a necktie, a necklace or other things to get too close to the drive, including the roller, as bodily injury can result.

Do not install the machine in an unstable place, such as one that shakes or tilts. The machine may fall, causing breakage or physical injury.

Do not install the machine in a humid or dusty place; excessive humidity and dust can cause fire or physical injury.

Never unplug the power cord from the outlet by gripping the cord itself. Doing so may damage the cord, causing fire or injury. Always disconnect the machine by gripping the plug.

Make sure that the paper feed table, auxiliary table, stacking table and the plate to prevent the machine from falling are properly set. They may cause an injury if they come off. Also, take care not to cause the machine to fall when attaching or removing the stacking table and auxiliary table.

Be sure to remove the power plug from the outlet when moving the machine, otherwise it may damage the cord, causing fire or an injury.

When the collator will not be used for several days, such during consecutive holidays, etc., be sure to unplug the power cord from the outlet for safety's sake.

Introduction

Thank you very much for purchasing the Automatic Booklet Maker BK-10.

This machine enables users to achieve greater efficiency in booklet making work in a beautiful way. Please read this Operation Manual carefully before using this machine and keep it at a specific place for handy reference.

Contents

[1] Precautions on installation	5
1. Power supply	
2. Environmental conditions for use	
3. Conditions for installation	
4. Maintenance	
[2] Part names & functions	6
[3] Setting up	8
1. Setting the paper guides	
2. Setting the stapling & folding positions	
3. Setting the stapler positions	
[4] Operating procedures	9
1. Booklet making	
2. Multiple sheet folding	
3. Flat stapling	
4. Select lever positions for different ways of use	
[5] Replenishing staples	11
[6] Adjustments	12
1. Adjusting the folding position to match the stapling position	
2. Matching the stapling head to the clincher	
3. Adjusting the direction of Paper Guides	
4. When the stapling is unparallel When the paper is fed askew	
5. When the paper is fed askew	
6. When the knife does not come out	
[7] Troubleshooting	16
[8] Specifications	17

[1] PRECAUTIONS ON INSTALLATION

1.Power Supply

- ☐ The optimum power supply is 220V AC (+6%, -10%), 50/60Hz.
- ☐ Take the power directly from the wall socket.

2.Environmental conditions for use

- ☐ Do not install it in a place exposed to direct sunlight.
- ☐ Avoid a location near a window.
- ☐ It should be used at an ambient temperature of 5 to 35°C
- ☐ Do not install it in a location near a heating equipment.
- ☐ Do not install it in a place exposed to a direct wind.

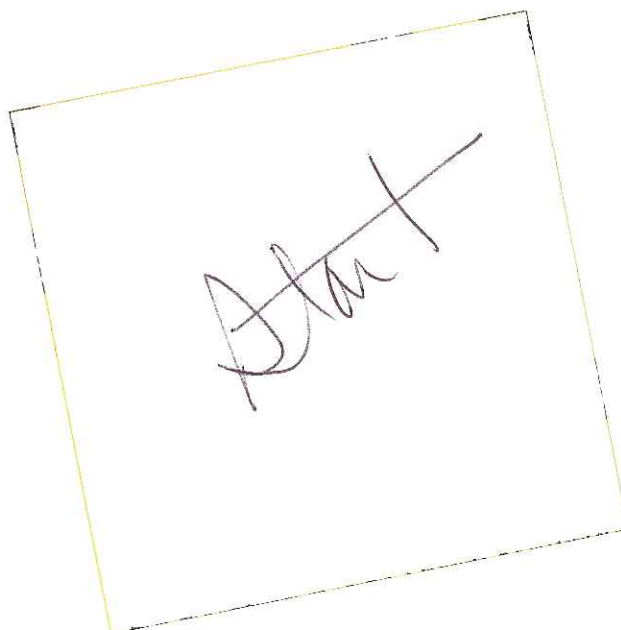
3.Conditions for installation

- ☐ Do not install it in a place exposed to direct sunlight.
- ☐ Avoid a location near a window.
- ☐ It should be used at an ambient temperature of 5 to 35°C
- ☐ Do not install it in a location near a heating equipment.
- ☐ Do not install it in a place exposed to a direct wind.

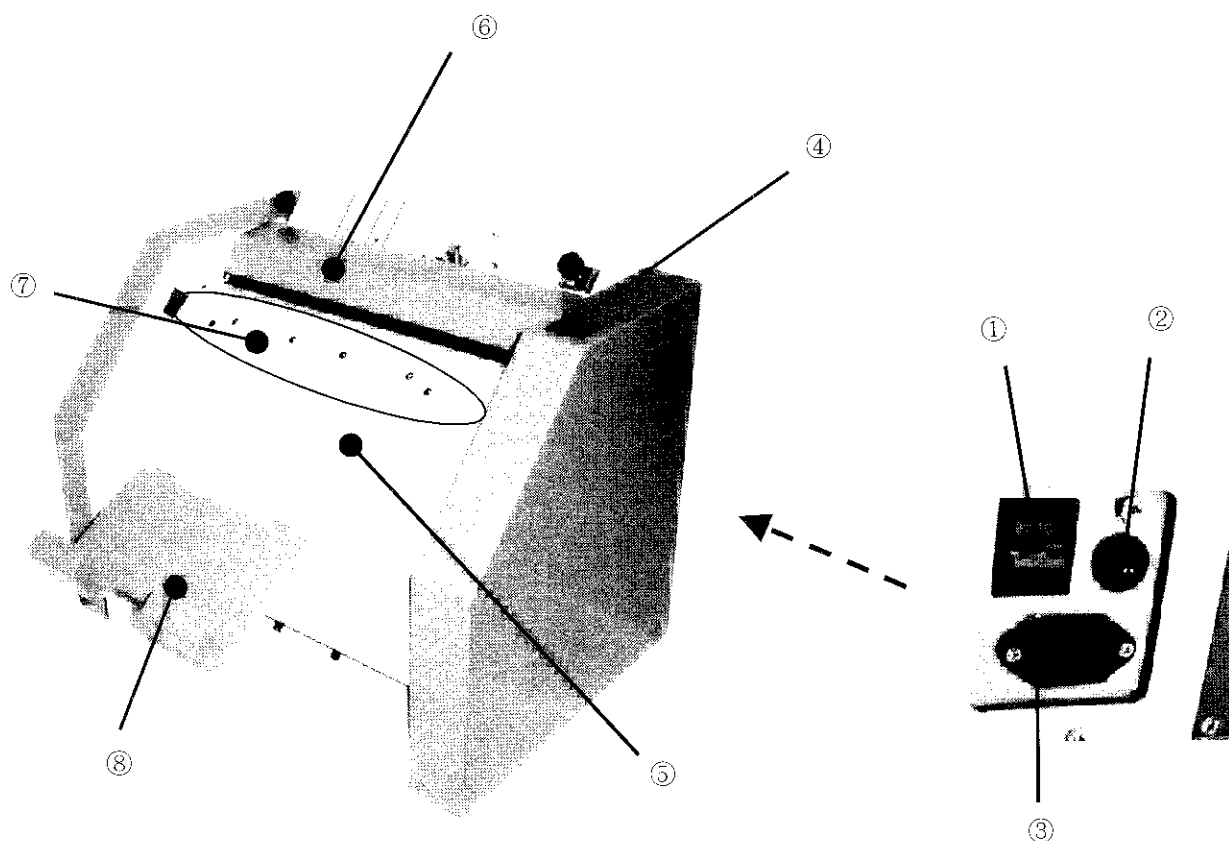
4.Maintenance

For obtaining the specified performance of the equipment, we do not recommend you to oil or grease by yourselves unless otherwise we have stated in the operating instructions.

If you have experienced an abnormality, please contact your local dealer.

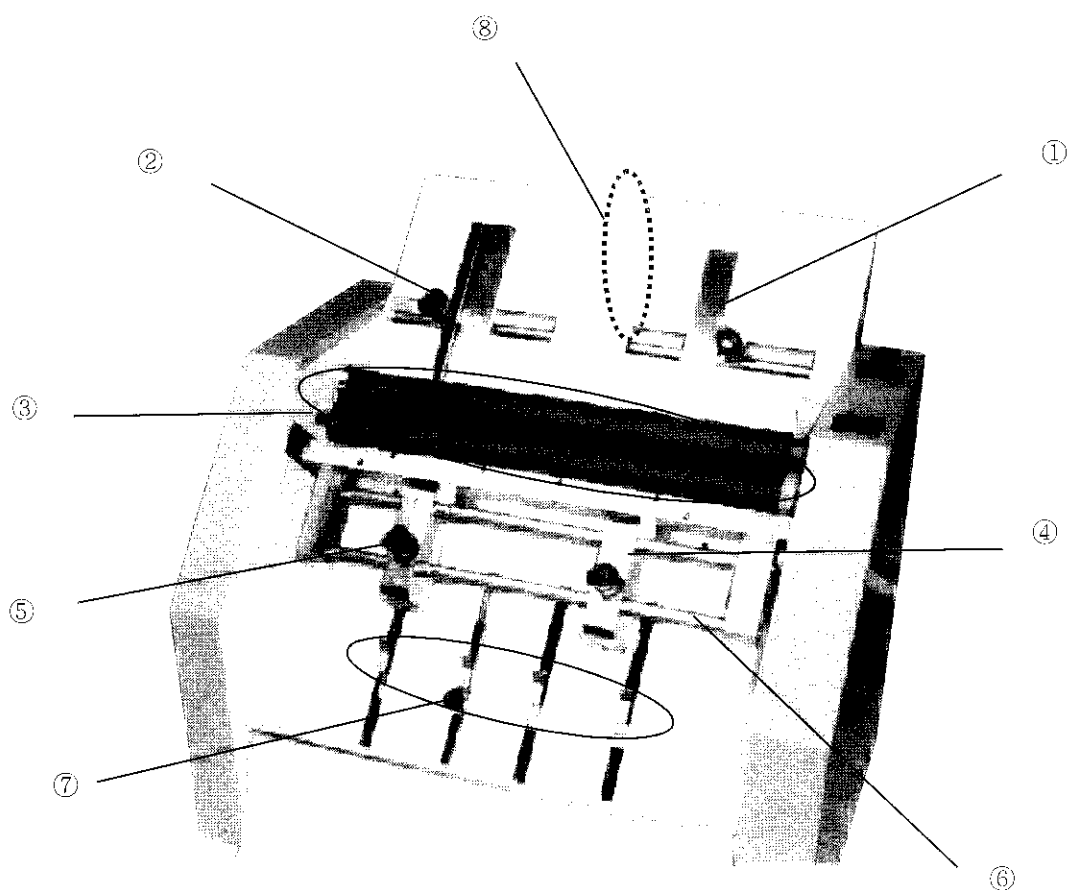


[2] PART NAMES & FUNCTIONS



NO.	PART NAME	FUNCTION
①	MAINS SWITCH	Switch on and off the machine.
②	FUSE	3A
③	INLET	Plug the power cable
④	START SWITCH	To start booklet making or folding on pressing the switch
⑤	TOP COVER	To be opened when the staples are replenished or the binding sizes are adjusted.
⑥	SAFETY COVER	To be opened when a paper jam has occurred. Detachable.
⑦	PIN HOLES FOR FLAT STAPLING	To be used to make a paper stopper when the flat stapling is done.
⑧	PAPER RECEIVING TABLE	To receive bound booklets or folded papers.

【INSIDE】

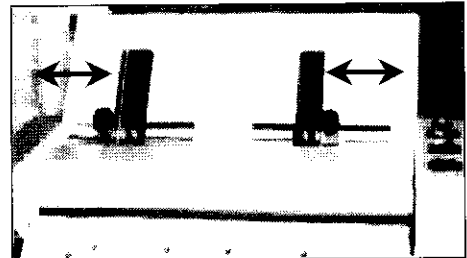


NO.	PART NAME	FUNCTION
①	PAPER FEED GUIDE	To be set in flush contact with the paper
②	PAPER GUIDE FIXING SCREW	To fasten the paper guides
③	PAPER FEED RUBBER ROLLER	To be used for feeding and folding papers
④	STAPLER	To hold staples
⑤	STAPLER SETTING SCREW	To be loosened when detaching stapler
⑥	STAPLER SHAFT	Stapler positions are adjusted along the grooves provided on the shaft
⑦	PAPER STOPPER GUIDE	Paper stop position is adjusted according to the scale
⑧	SELECT LEVER	Upper position For booklet making and multiple sheet folding Lower position For flat stapling

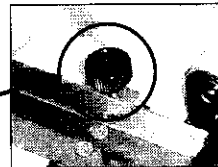
[3] SETTING UP

1. SETTING THE PAPER GUIDES

Loosen the paper guide setting screws on both sides and load papers in the middle of the table. Set the guides in flush contact with the papers and fasten the screws. (Do not put the guides too closely that they might hinder smooth paper feeding.)

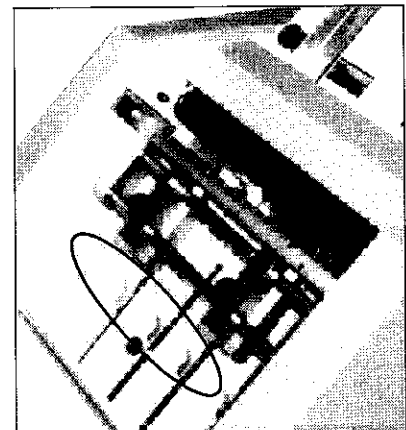


□ Paper Guide Fixing Screw



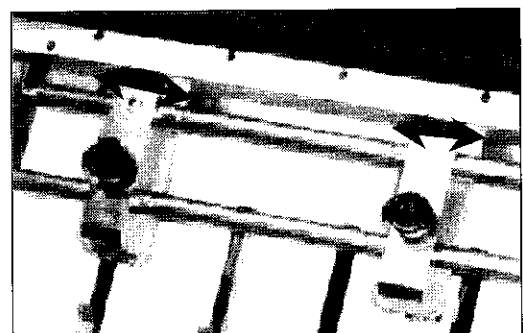
2. SETTING THE STAPLING & FOLDING POSITIONS

Loosen the stopper fixing screws according to the paper size and adjust the paper stopper positions. After a proper position is set, fasten the screws. (Refer to the scale when setting a proper paper position.)



3. SETTING THE STAPLER POSITIONS

Stapler positions are provided in 4 places. Use a proper position according to the paper size being used. (For A4 size booklet, use the outer positions.)

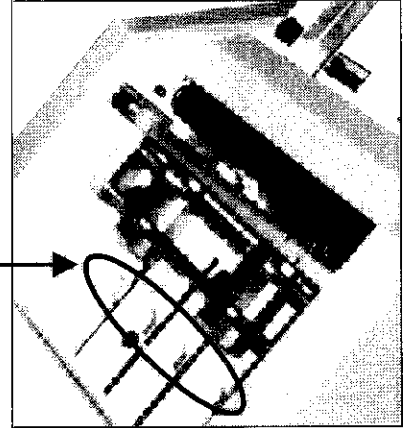


[4] OPERATING PROCEDURES

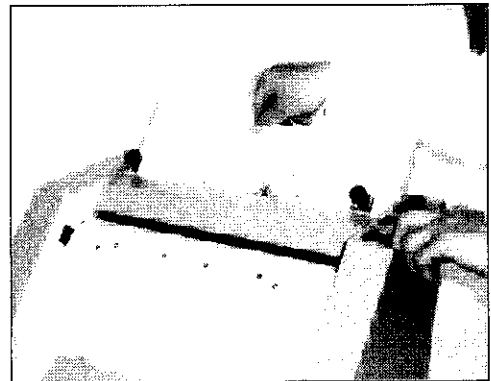
1. BOOKLET MAKING

- (1) Confirm that the select lever is in UP position.
- (2) Along the paper guides, set the paper sheets at Paper Stopper.

Paper Stopper

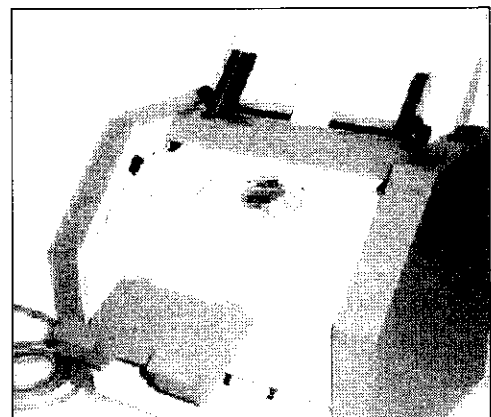


- (3) Feeling that the papers touch the paper stopper, press START button firmly.
 - (4) A booklet will be complete and come out on the receiving tray.
- ※ If the stapling deviates from the folding position, the papers may not be aligned to the stopper.



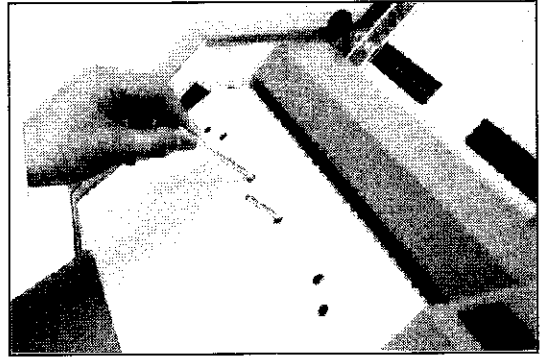
2. MULTIPLE SHEET FOLDING

- (1) Remove both of the 2 stapler units.
- (2) Confirm that the select lever is in UP position.
- (3) Along the paper guides, set the paper sheets at Paper Stopper.
- (4) Press START button.
- (5) Multiple-sheet folding is now complete.

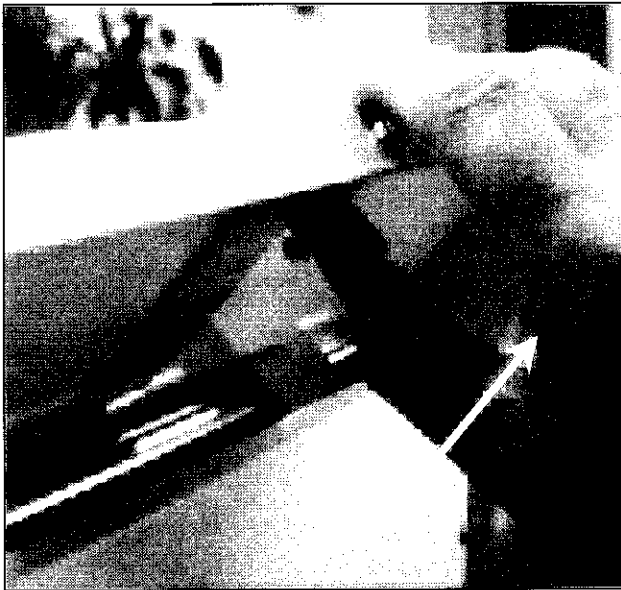


3. FLAT STAPLING

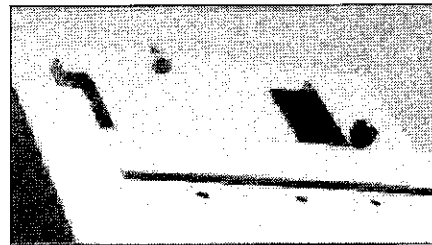
- (1) Put the guide pin in 2 places.
- (2) Set the select lever to DOWN position for flat stapling and press START button.
- (3) Take out the stapled papers.



4. SELECT LEVER POSITIONS FOR DIFFERENT WAYS OF USE



When the lever is set to the flat stapling position, a red mark appears on the surface of table.



① For flat stapling without folding



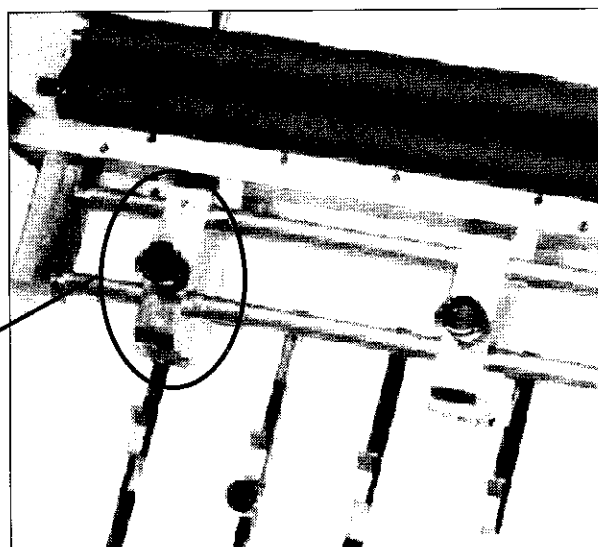
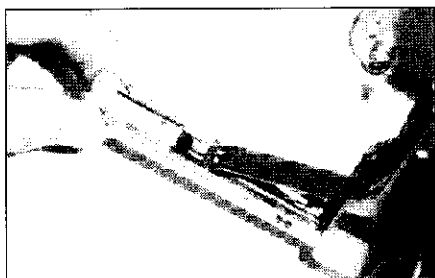
② For folding

[5] REPLENISHING STAPLES

- (1) Turn off the power switch and loosen the screw.
- (2) Detach the stapler unit from the machine and replenish staples in the same way as the normal stapler available in the marketplace.
- (3) Return the stapler to the original position and fasten the screw.

Recommended staples are:

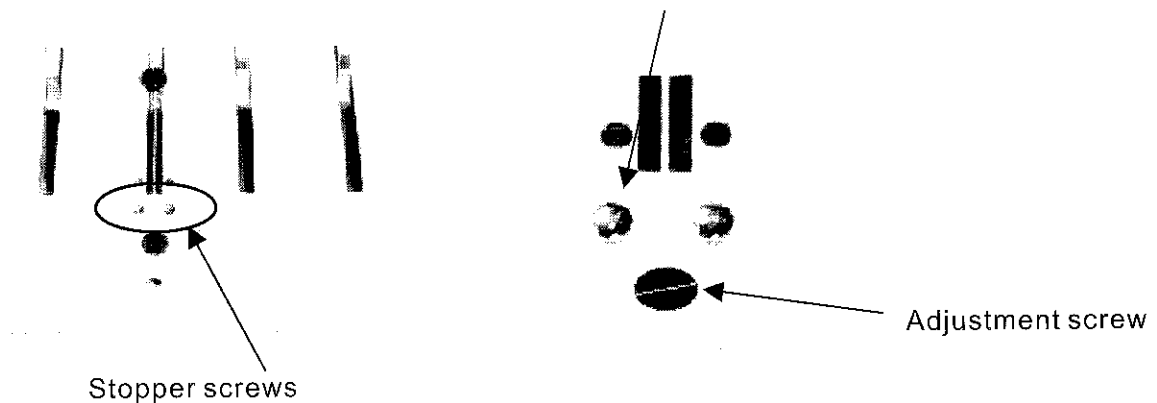
Thick staple : No. 3-1M
Thin staple : No. 35-2M
made by Max Co., Ltd.



[6] ADJUSTMENTS

1. Adjusting the folding position to match the stapling position

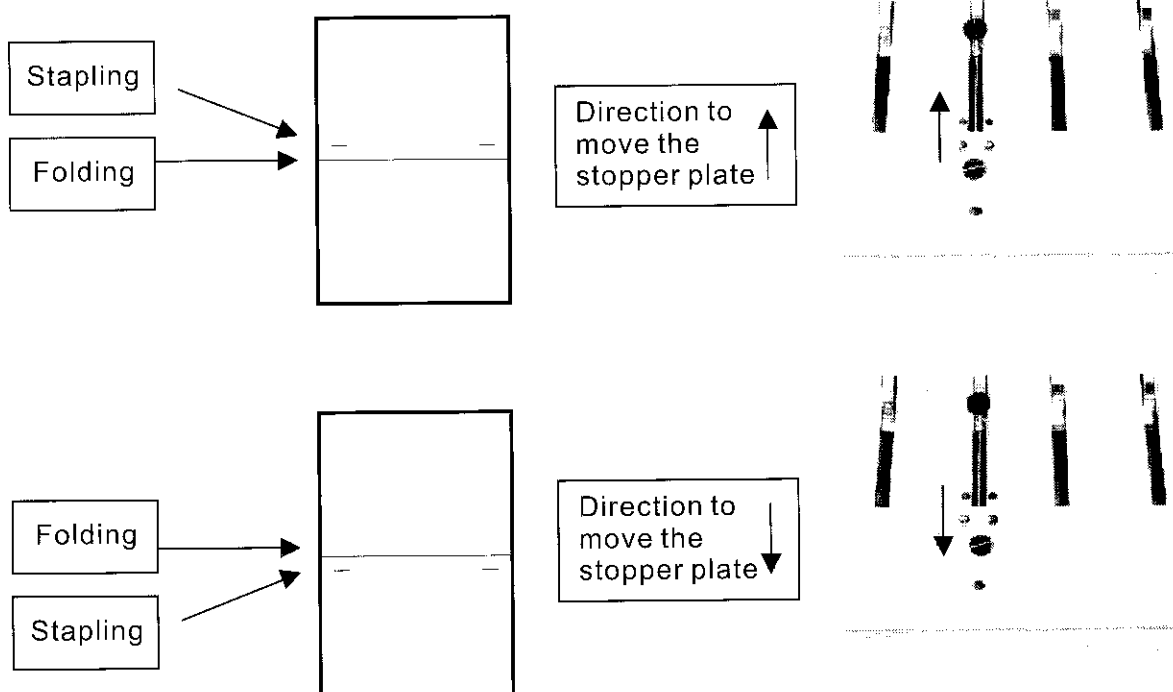
If the stapling position deviates from the folding position, loosen the two stopper screws as circled below and adjust the stopper plate position within the table in the following procedures.



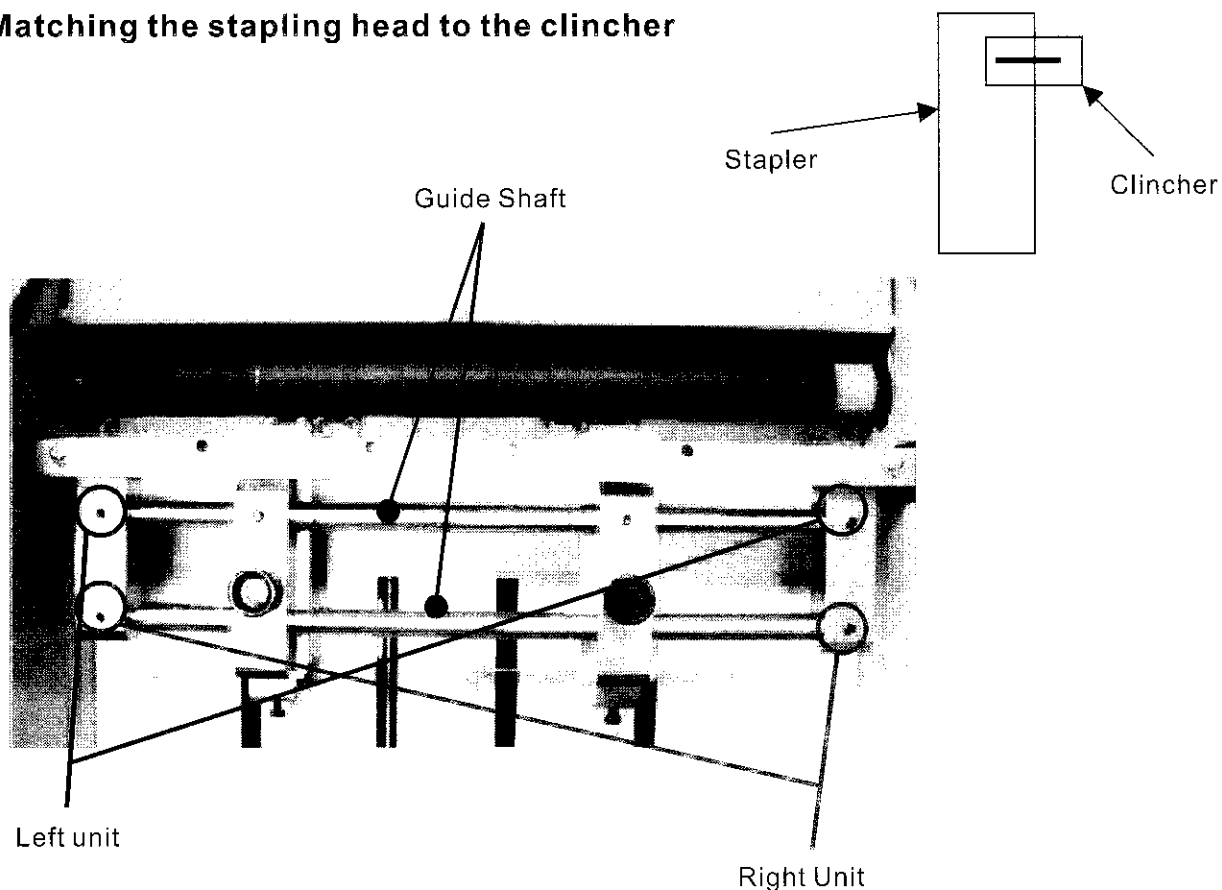
(1) Loosen the stopper screws slightly.

* Do not loosen too much as the stopper plate may fall off.

(2) Move the stopper plate to the position as in the photo and tighten the screws.



2. Matching the stapling head to the clincher

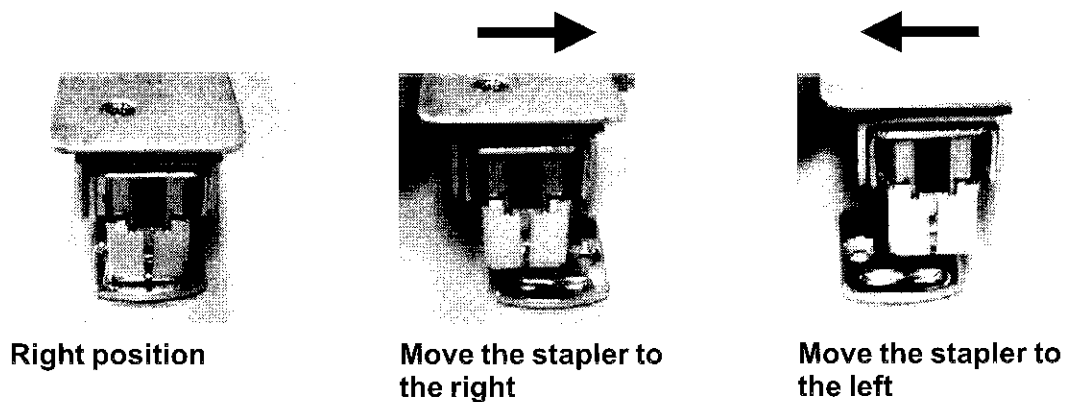


[Adjustment of Left unit]

- ① Slightly loosen the hexagon socket set screws on both sides of the upper guide shaft.
- ② Move the guide shaft to the left or right as necessary.
- ③ When the right position is found, tighten the screws.

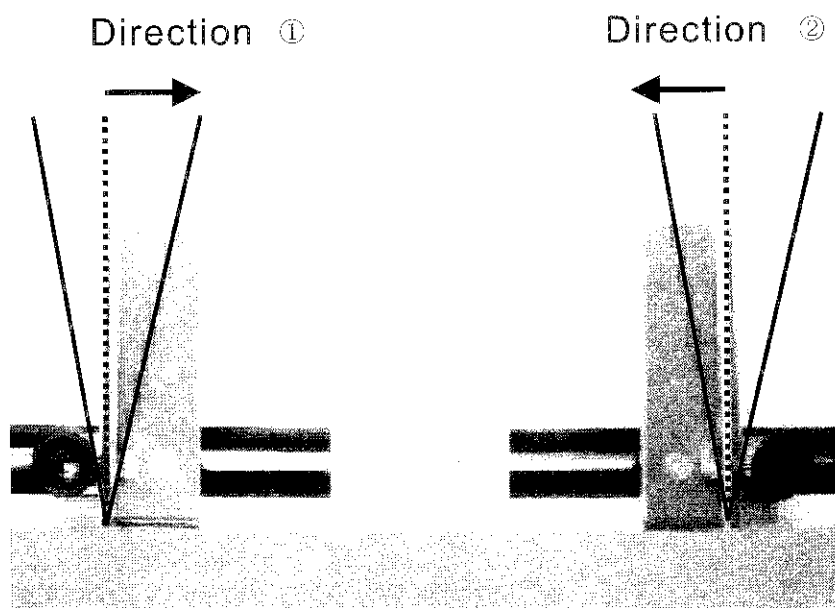
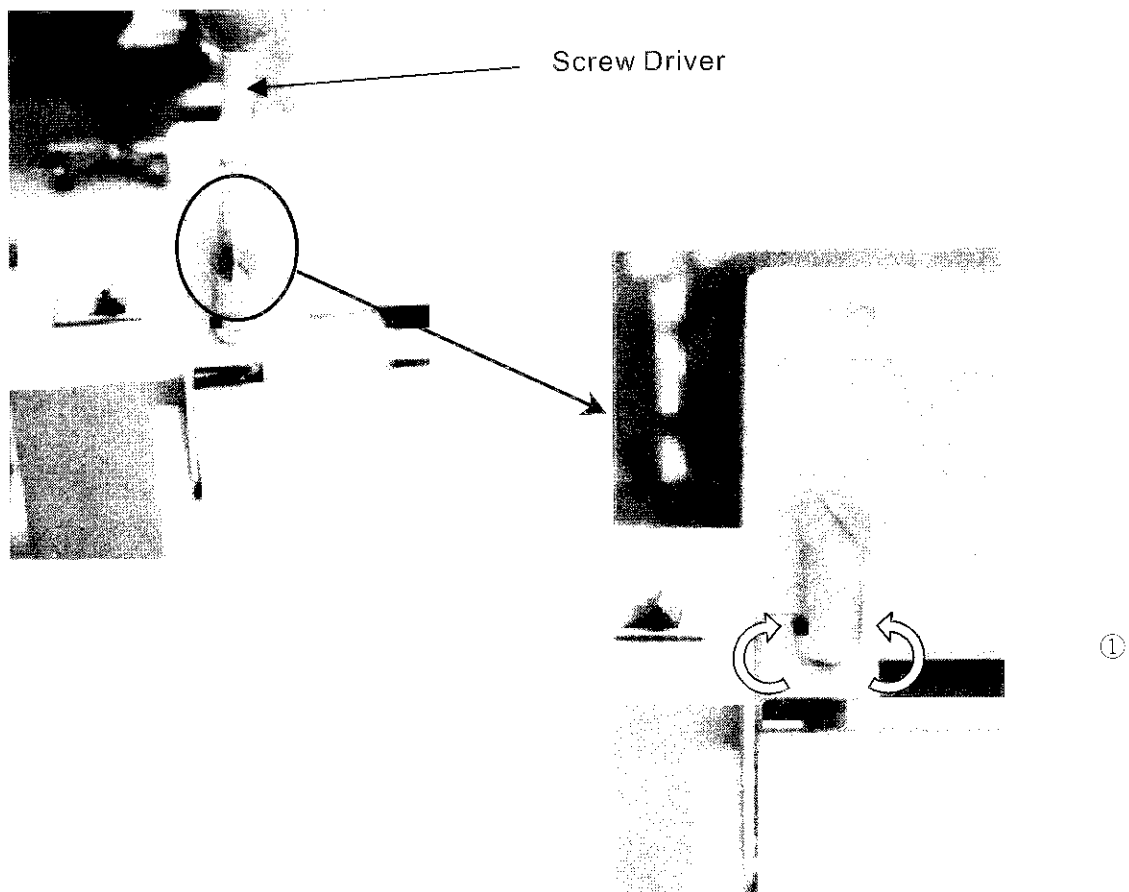
[Adjustment of Right unit]

- ① Slightly loosen the hexagon socket set screws on both sides of the lower guide shaft.
- ② Move the guide shaft to the left or right as necessary.
- ③ When the right position is found, tighten the screws.

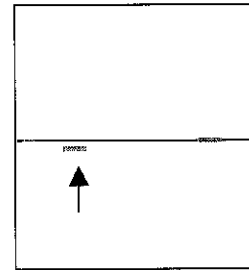


3. Adjusting the direction of Paper Guides

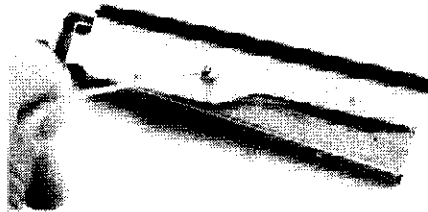
When the paper on the feed tray is aslant, adjust the paper guides by turning the adjust bolt slightly with a normal screw driver.



4. When the stapling is unparallel



① Loosen the lock nut slightly.



② Loosen the hexagon head set screw.



③ Turning the cap screw clockwise will move the stapler upward and turning the screw anti-clockwise will move the stapler downward.

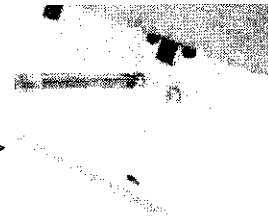
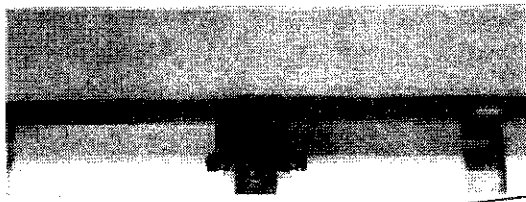
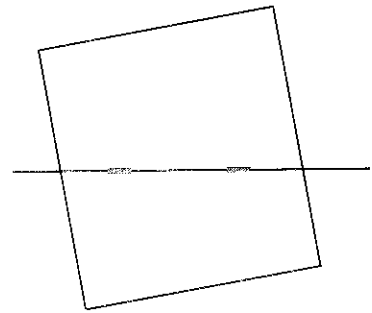
④ When the right position is found, tighten the hexagon head set screw and the lock nut.

Note: The adjustable range by this method is limited. If the cap screw is turned excessively, staples may be deformed or may not close properly.

5. When the paper is fed askew

Firstly confirm if the both Paper Guides are aligned properly. If they are not square, adjust them referring to Section 3. Adjusting the direction of Paper Guides.

The following procedures will give you the ways to feed paper straight after confirming that the paper guides are squarely aligned.

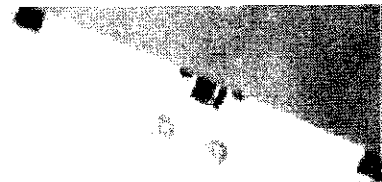


①

① Loosen the both cross head screws slightly (about half rotation) using a normal screw driver.



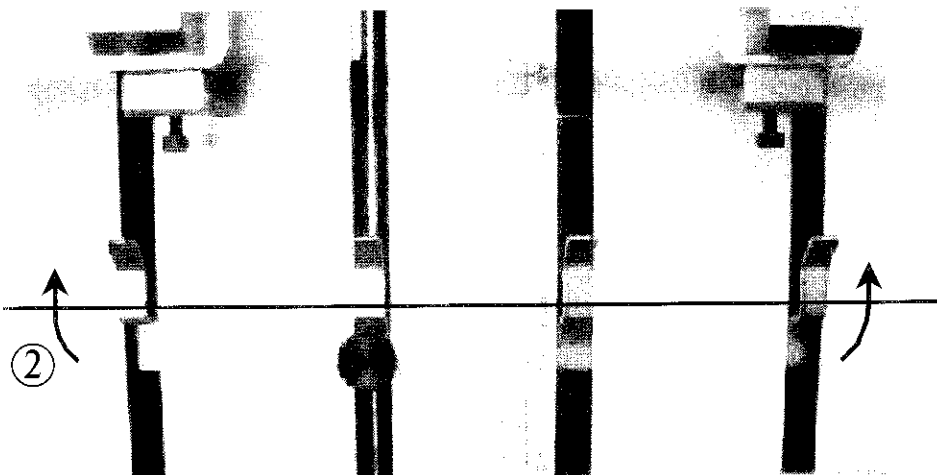
② Turn the screw as circled with a normal screw driver until the right position is found.



③ When the adjustment of Paper Stopper is complete, tighten the cross head screws.



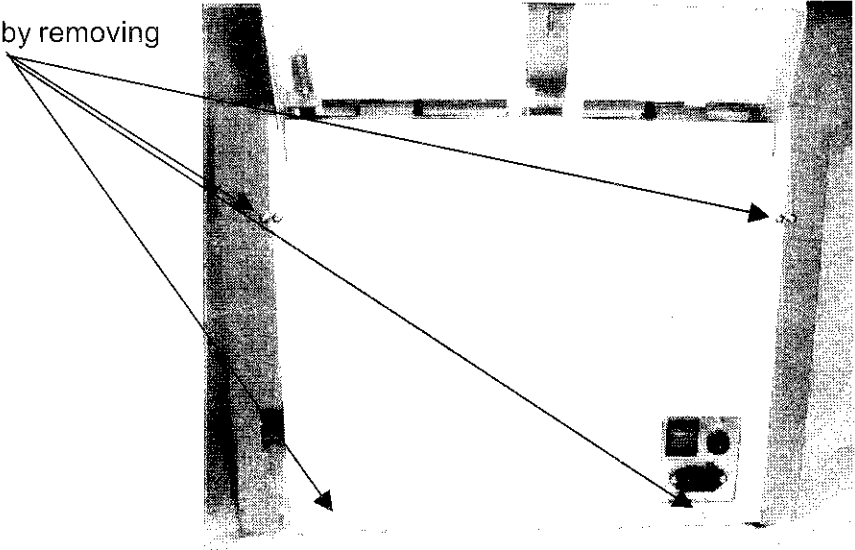
①



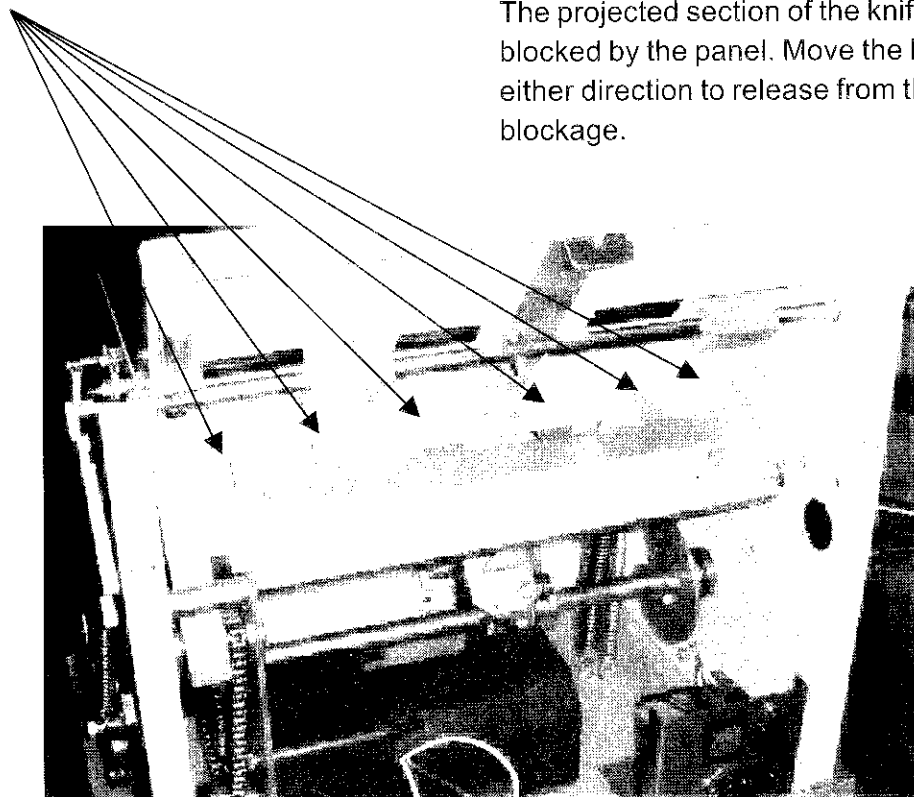
6. When the knife does not come out

If the movement of Knife is blocked by the table, Knife cannot come out to fold papers. Follow the procedures below to correct the problem.

1. Undo the bottom plate by removing the 4 screws.



These are the places where the knife got stuck



The projected section of the knife is blocked by the panel. Move the knife either direction to release from the blockage.

[7] TROUBLESHOOTING

PHENOMENON	CAUSE	REMEDIAL ACTION
FOLDED POSITION IS WRONG	1) Stopper Plate position is wrong.	Readjust the stopper plate position as on page 12.
	2) Paper guides are too narrow for the paper width.	Readjust the paper guide width as on page 8.
FOLDING POSITION DOES NOT MATCH THE STAPLING POSITION	1) Paper guides are too narrow for the paper width. (Paper guides are obstructing proper movement of paper feeding.)	Readjust the paper guide width as on page 8.
	2) Stapling really deviates from the folded position.	Conduct the adjustment as on page 12.
BOOKLET IS FOLDED ASLANT	1) Paper guides are not properly aligned to the paper width.	Align the paper guides to the paper width as on page 8.
	2) Paper guides are aslant.	Paper guides should be [adjusted as on page 14.
STAPLING CAN NOT BE DONE	1) Stapling head is jammed.	Remove the stapler and reload staples as on page 11.
THE FIRST SHEET IS SEPARATED FROM THE OTHER SHEETS AT THE STAPLED POSITIONS	1) The first sheet (Cover sheet) is too thin for a cover.	Use a thicker paper for a cover.

[8] SPECIFICATIONS

MODEL NAME	BK-10
FUNCTIONS	STAPLING - SADDLE (BOOKLET MODE) & SIDE FOLDING - SINGLE FOLD OF SINGLE & MULTIPLE-SHEET
SPEED	APPROX. 900 BOOKS/H
BOOK SIZE	A4 TO A6 (A3 TO A5 PAPER)
CAPACITY	MAX. 12 SHEETS OF 80GSM PAPER
STAPLING PITCH	150mm 127.5mm 105mm
STAPLE USED	THICK - NO. 3-1M THIN - NO. 35-2M
DIMENSIONS	460(W) X 222(D) X 460(H)mm
WEIGHT	35 kg
POWER SOURCE	220-240V AC 50/60Hz 50W

SUPERFAX INTERNATIONAL CORPORATION

27-21, Shinkoiwa 3-chome, Katsushika-ku, Tokyo 124-0024

Tel:(03)3654-4411 Fax:(03)3656-7762 E-mail: info@supefax.co.jp

Website <http://www.superfax.co.jp>