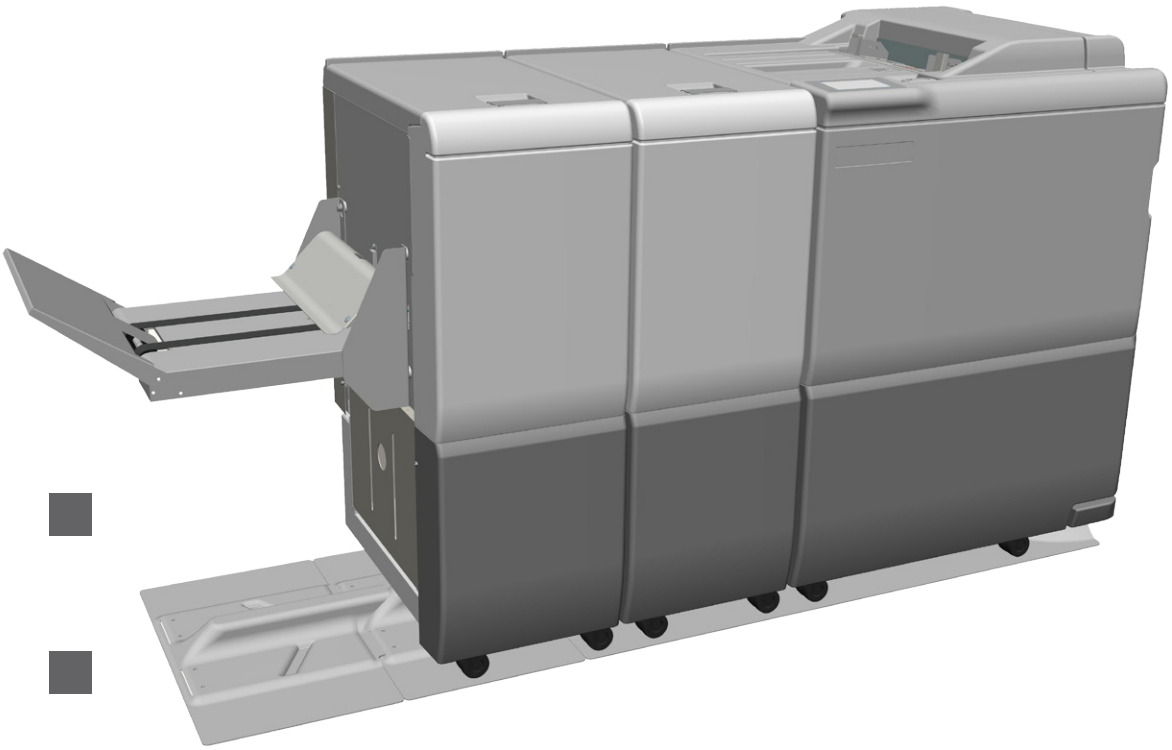
BOOKLET MAKER BK5030

Operating Instruction
Stapler Folder Reference



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

13 August 2015

Part no: 102-106761
Doc no: x04092
13 September 2011

⚠ 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.

Introduction

This manual contains instructions on the operation and maintenance of this machine. To get the maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

How to read this manual

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.

[ ]
Keys that appear on the machine's display panel.

Safety Information

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

Safety during operation

⚠ **WARNING**:

- **To avoid hazardous situations like for instance electric shock or danger while exposed to moving, rotating or cutting devices, do not remove any covers, guards 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:**
  - **Before disassembling or assembling parts of the System and peripherals.**
  - **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 (unless otherwise specifically instructed).**
- **If any adjustment or operation check has to made with exterior covers off or open while the main switch is turned on, keep hand away from electrical or mechanically driven components.**
- **Note that components of the System and peripherals can be supplied with electric voltage even if the mail power switch is turned off and the power cord is disconnected.**
- **Electromagnetic compliance:**
  - **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.**

General safety

⚠ **WARNING**:

- **Always connect the equipment to a properly grounded power source (wall outlet). Wall outlet should be located near the system and easily accessible. If in doubt, have the power source checked by a qualified electrician.**
- **Improper grounding of the equipment can result in electrical shock. Never connect the machine to a power source that lacks a ground connection terminal. This machine is destined for specific purpose only. Any use going beyond this specific purpose is regarded as beyond the determination. The manufacturer will not be liable for damages resulting from any use beyond the determination, unallowed operation, respectively. The user alone bears the risk.**
- **Do not make arbitrary changes or modifications to the machine. The manufacturer will not be liable for modifications made at the machine on your own and damages resulting thereof. EC declaration of conformity and the mark CE will be invalidated, if you make changes at the machine or at the individual components.**
- **Do not override or bypass electrical or mechanical interlock devices.**
- **The machine is to be used only by authorized and instructed persons. The responsibilities on operating the machine have to be strictly laid down and observed so that there are no unclear competences regarding safety aspects.**
- **Vent holes serve for air circulation to protect the machine from overheating. Make sure that the holes are not covered.**
- **Do not expose fingers or other parts of the body to moving, rotating or cutting devices such as for instance between upper and lower trimmer knives.**
- **Always locate the equipment on a solid support surface with adequate strength tor the weight of the machine.**

⚠ CAUTION:

- The machine and its peripherals must be installed and maintained by a customer service representative who has completed the training course on those models.
- Always follow all warnings marked on, or supplied with, the equipment.
- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- Turn off the power and disconnect the power cord before you move the machine. While moving the machine, always exercise care and make sure that the power cord will not be damaged under the machine.
- Always contact service if relocating the equipment.
- Do not move the machine while the machine is running.
- Do not open covers while the machine is running.
- Do not switch off the power while the machine is running. Make sure the machine cycle has ended.
- Lay the power cord in a way that nobody will stumble over it. Do not place things on the cord.
- Never attempt any maintenance function that is not specifically described in this documentation.
- 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:
  - Subject to sudden temperature changes.
  - Directly exposed to cool air from an air-conditioner.
  - Directly exposed to heat from a heater.
- If the machine is not used over an extended period of time it should be unplugged to prevent damage in the case of overload.

Note

- The indications like front and rear, left and right refer to the paper transport direction.
- The operator manual always has to be available at the place of use of the machine.
- In the interest of technical development the company reserves the right to make alterations to specifications without prior notice!
- Dispose of replaced parts and consumables in accordance with local regulations.

Page intentionally blank.

TABLE OF CONTENTS

What You Can Do With This Machine **9**
Guide To Components **11**
Booklet Maker 11
Options **14**
Cover Feeder 14
Trimmer 15
Book Folder 17
Control Panel **19**

1. Basics 21

Docking / Undocking **21**
Docking the Booklet Maker 21
Undocking the Booklet Maker 22
Turning On / Off the Main Power **23**
Booklet Maker, Cover Feeder, Trimmer and Book Folder 23
Change staple cartridges and Check stapler **24**
Change left/right staple cartridge(s) 24
Check left/right stapler 25
Cover feeder **25**
Loading covers 25
Emptying the trim bin **26**

2. Making Booklets 27

Changing settings **27**
General procedure 27
Paper Size 27
Selecting standard paper sizes **27**
Custom paper size **28**
Staple 28
Selecting stapling On or Off **28**
Staple position 29
Adjusting staple position **29**
Fold position 29
Adjusting fold position **29**
Cover 30
Using covers **30**
Air Separation **31**
Double Sheet Detection **31**
Trim 31
Select trimming Auto, Manual or Off **31**
Book fold unit 32
General **32**
Selecting book folding mode **32**
On-line/Off-line **33**
Off-line mode 33
On-line mode 33
Begin On-line Production **34**

3. Tools 35

The Tools Screen **35**
The Tools screen 35
Stacker full detection 35
Auto shrink 35
Units 35
Language 36
Software version 36
Service access 36
Sheet feeder 36

4. Jobs 37

Handling jobs **37**
Saving a Job 37
Handling stored Jobs 38

5. Clearing Misfeed(s) 39

Clearing misfeed(s) 39
General 39
Booklet Maker 40
Clearing misfeed(s) 40
Inside the Booklet Maker 40
Trimmer 41
Clearing misfeed(s) 41
Clearing misfeed in input area 41
Clearing misfeed in exit area 42
Cover Feeder 43
Clearing misfeed(s) in vertical transport area 43
Book Folder 44
Clearing misfeed(s) 44
Inside the Book Folder 44
Exit area 44

6. Troubleshooting 45

Fault codes 45
General 45
General fault codes 46
Clear Misfeed(s) 46
Close cover(s) 46
Booklet maker fault codes 47
Check stapler or Change staple cartridge 47
Set too thick 47
Remove purged sets 47
Illegal feed mode 47
Stacker full 47
Cover feeder fault codes 47
Misfeed 47
Double feed 47
Load covers 48
Trimmer fault codes 49
Trim bin full 49
Close trimmer belts 49
Book Folder fault codes 49
Feed errors 49

7. REMARKS 51

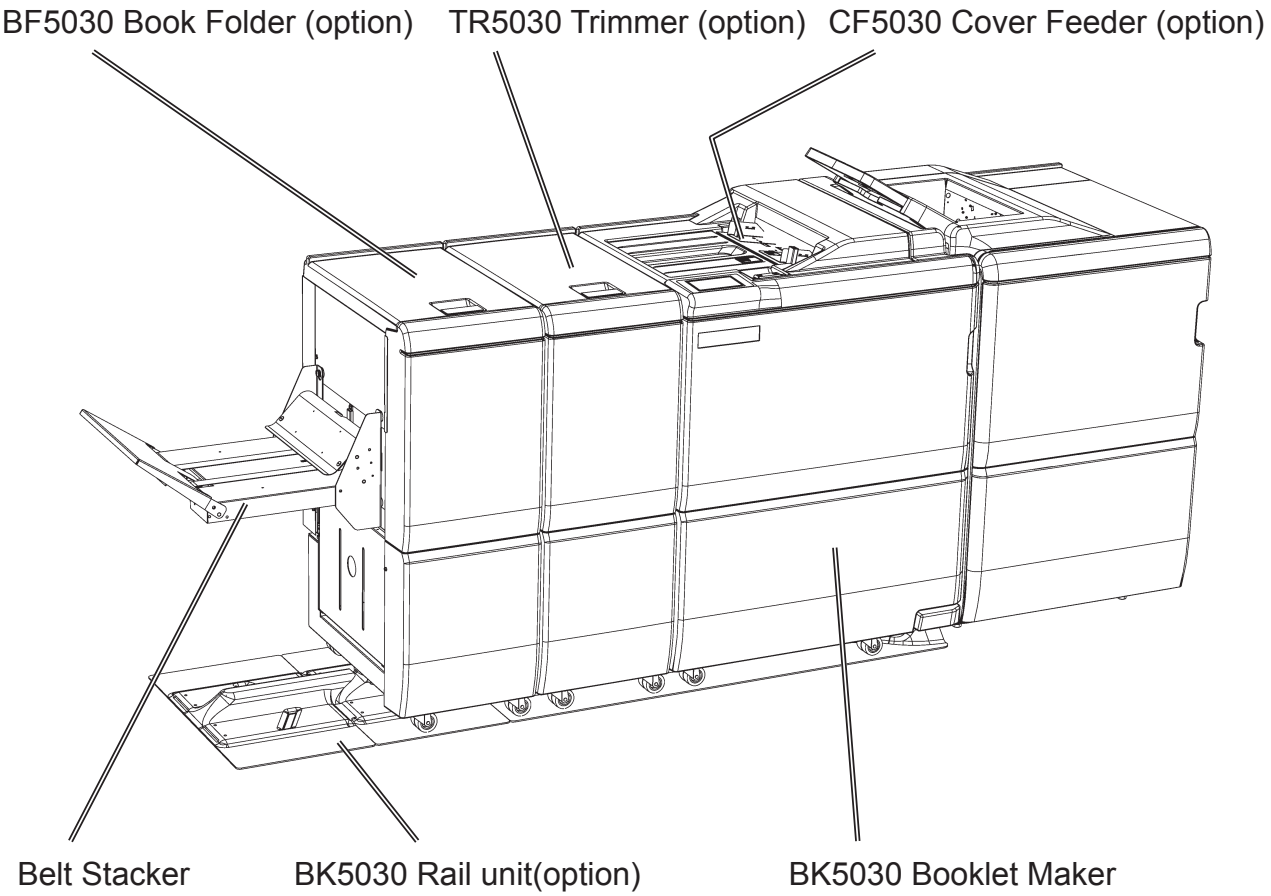
Do's And Don'ts 51
Where to put Your Machine 52
Machine environment 52
Power connection 52
Access to machine 53
Maintaining Your Machines 54
Book Folder 54
Cleaning feed belts 54
Limitations in the BK5030 system 55
Best practice for the BK5030 system 56

8. Specification 57

Machine Specifications 57
Booklet Maker BK5030 57
Cover Feeder CF5030 (option) 58
Trimmer TR5030 (option) 58
Book Folder BF5030 (option) 59
BK5030 System Set Size Guide 60

INDEX 63

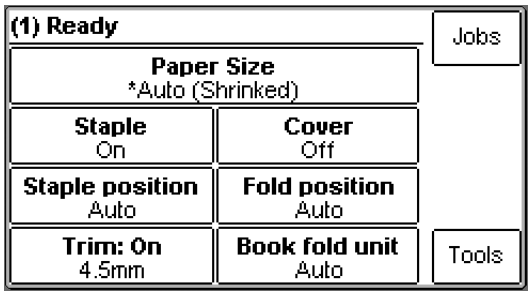
What You Can Do With This Machine

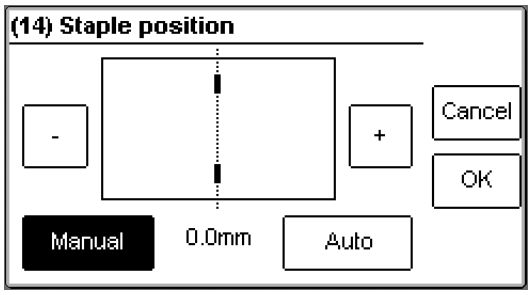


The Booklet Maker BK5030, Trimmer TR5030, Book Folder BF5030 and Cover Feeder CF5030 forms a booklet making system that works online with the Copier.

The print-outs from the Copier are collected in the finisher and then transported into the BK5030 Booklet Maker to the staple area. From the CF5030 Cover Feeder (optional), if present, any type of covers, colored or black and whites, can be added to the printed set. 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 TR5030 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 TR5030 Trimmer is installed to the BK5030 Booklet Maker, you can attach the BF5030 Book Folder (optional). The printouts, which have been stapled, folded and trimmed will be fed into the BF5030. The BF5030 will flatten the spine of the booklet square. The booklets will, after passing the BF5030, have the look of a perfect bound book. The booklets are then fed out to the Belt Stacker.
To facilitate undocking, a BK5030 Rail unit (optional) can be installed under the Booklet Maker. Undocked or off-line, the Booklet Maker can be used as a stand-alone unit for hand feeding.

The BK5030 Booklet making system is controlled from a user interface/control panel located on the Booklet Maker. The control panel will allow you to easily set up, adjust and operate the complete system.

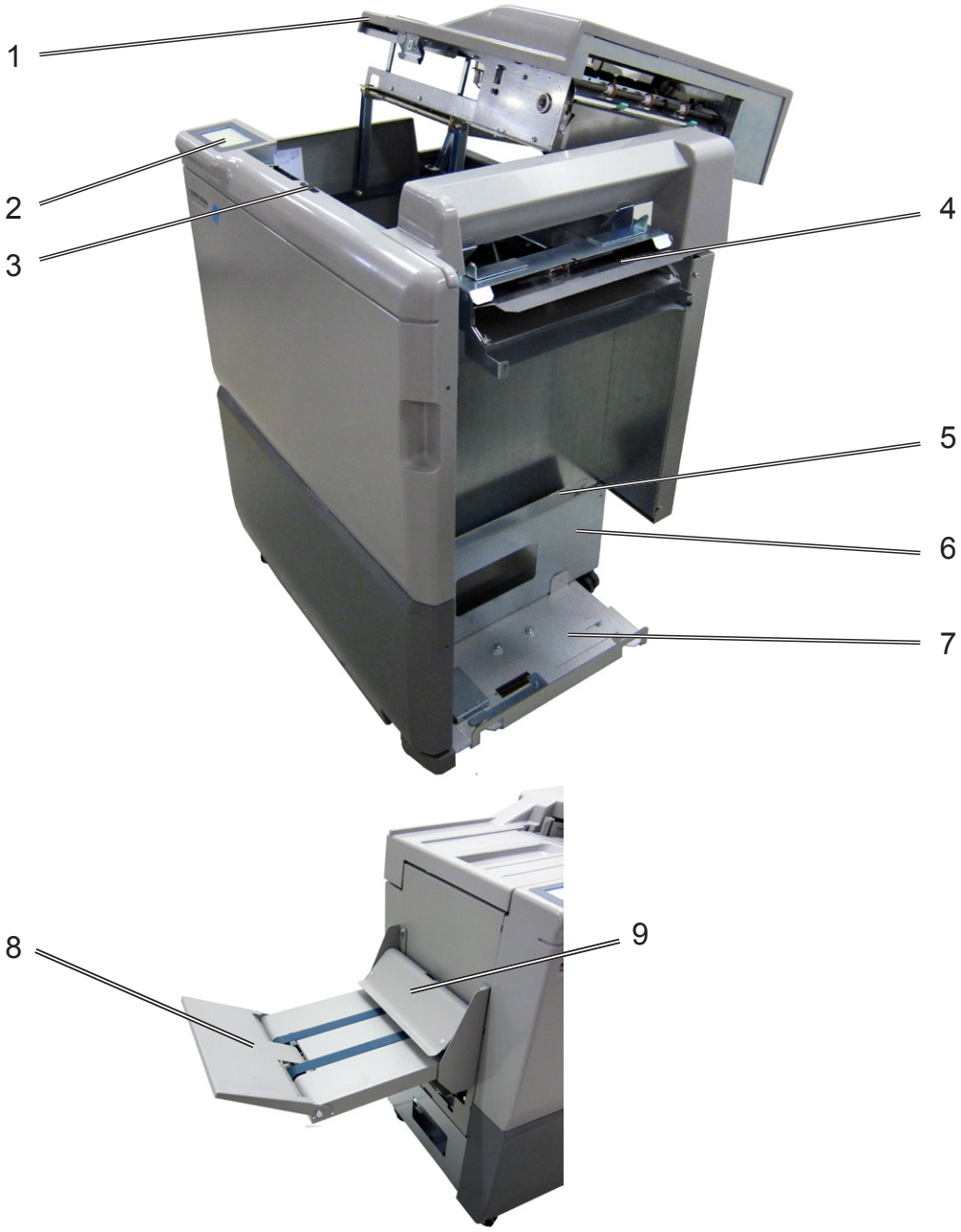




The user interface/control panel is of touch screen type. Point at the screen and press the “button” to reach the desired function or change the desired setting.

Guide To Components

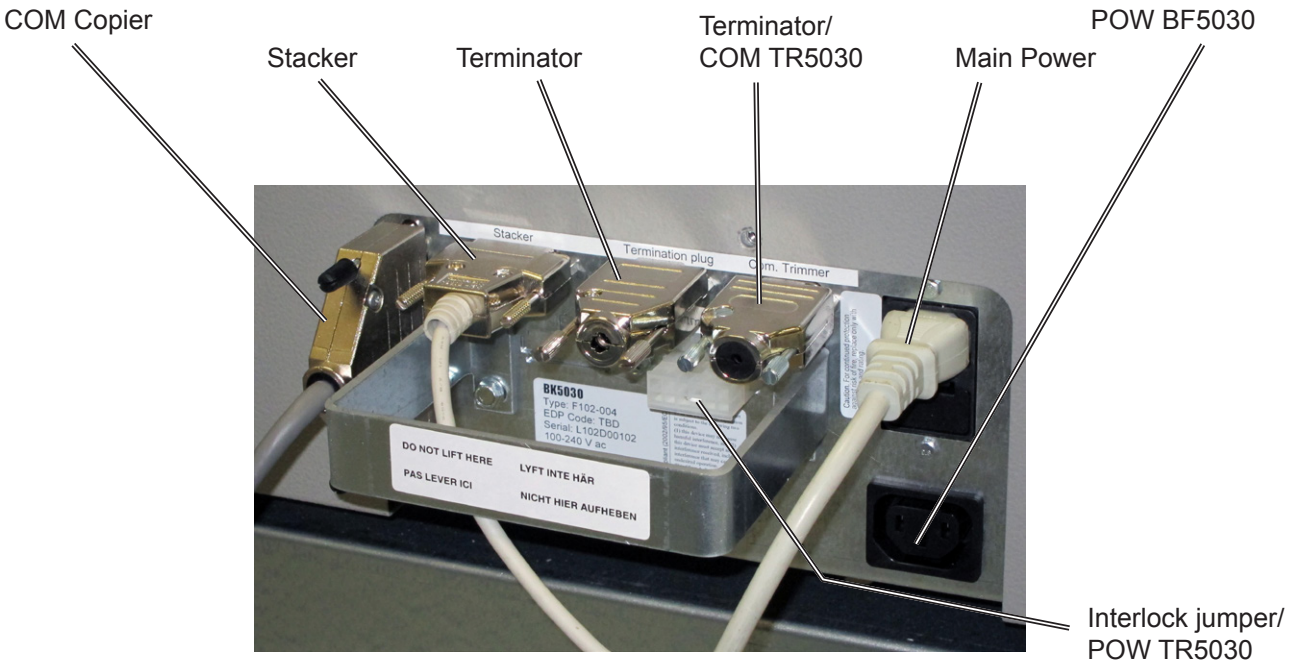
Booklet Maker



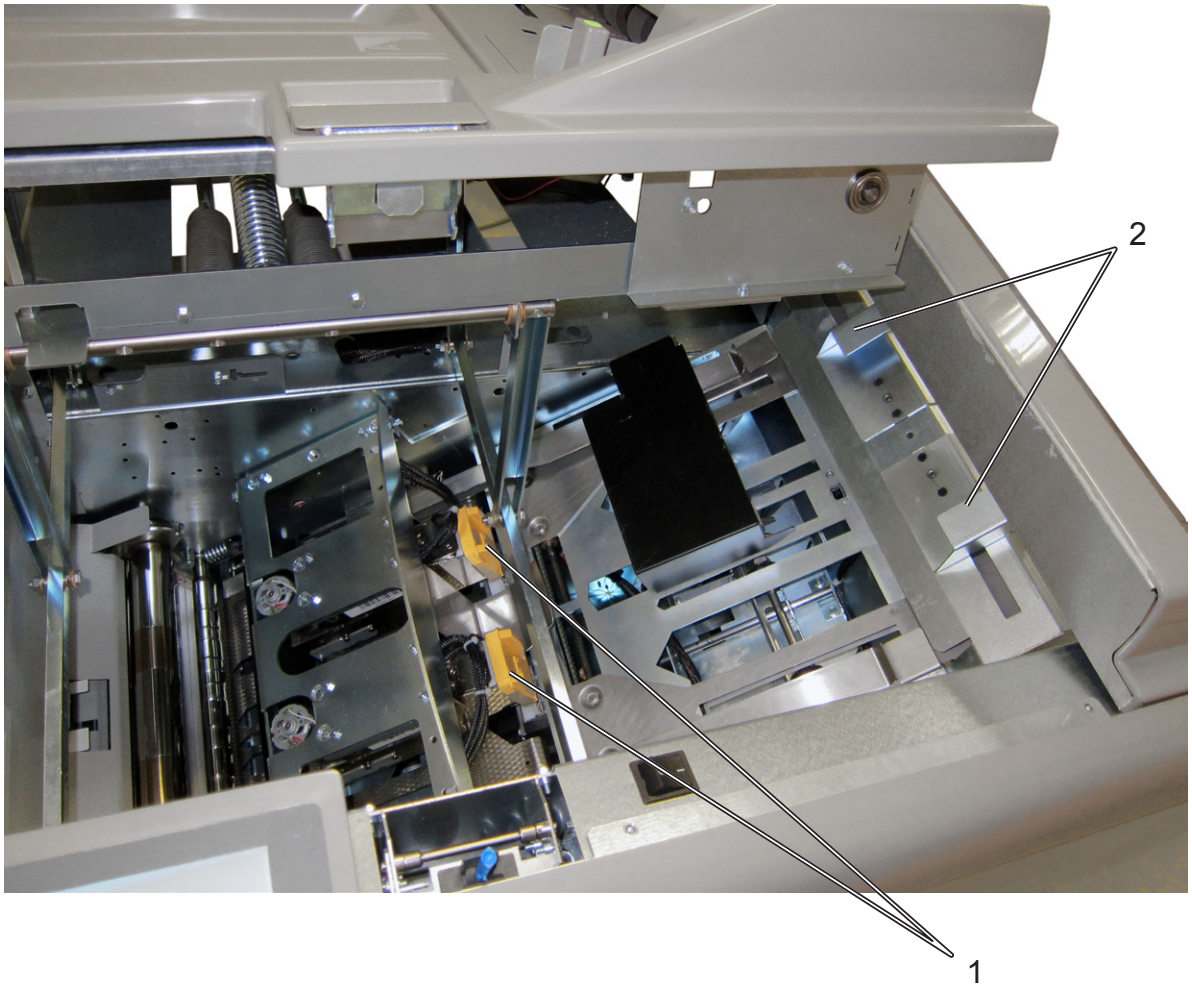
1	Top cover	6	Base
2	Control panel	7	Docking assembly
3	Main power switch	8	Belt Stacker
4	Infeed assembly	9	Belt Stacker Cover
5	Exit tray storing shelf		

Booklet Maker, continues

8 Connections
9 Fold stop gate



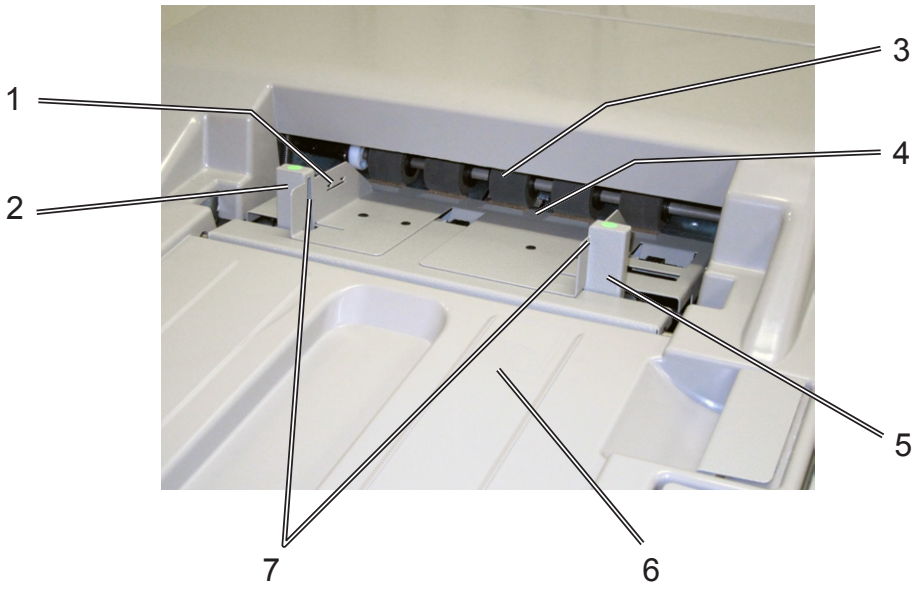
Booklet Maker, continues



1 Staple cartridges (incl. stapler heads)
2 Hand feeding paper guides

Options

Cover Feeder



1 Loading capacity mark

2 Rear side guide

3 Feed roller assembly

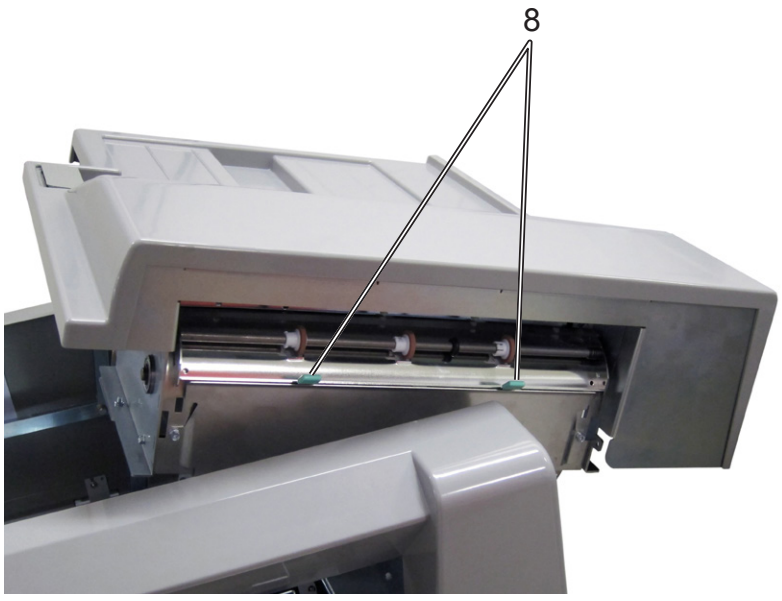
4 Paper separator pad (also see page 52)

5 Front side guide

6 Paper orientation indicator

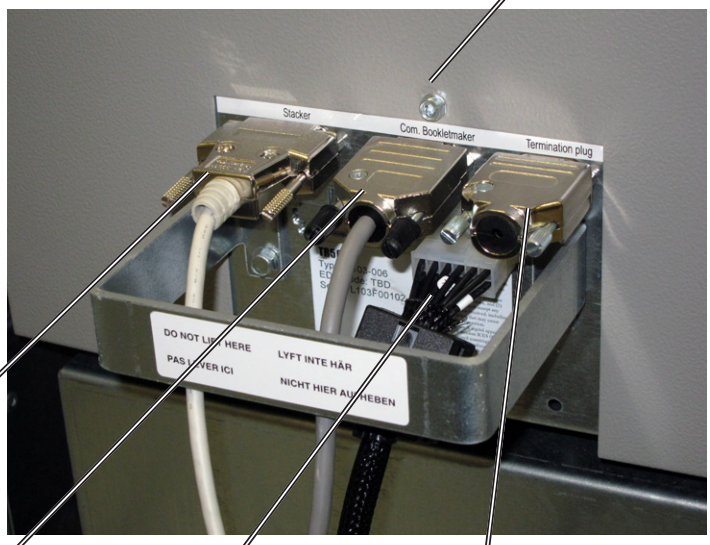
7 Air nozzle (2x)

8 Jam clearance baffle



Trimmer

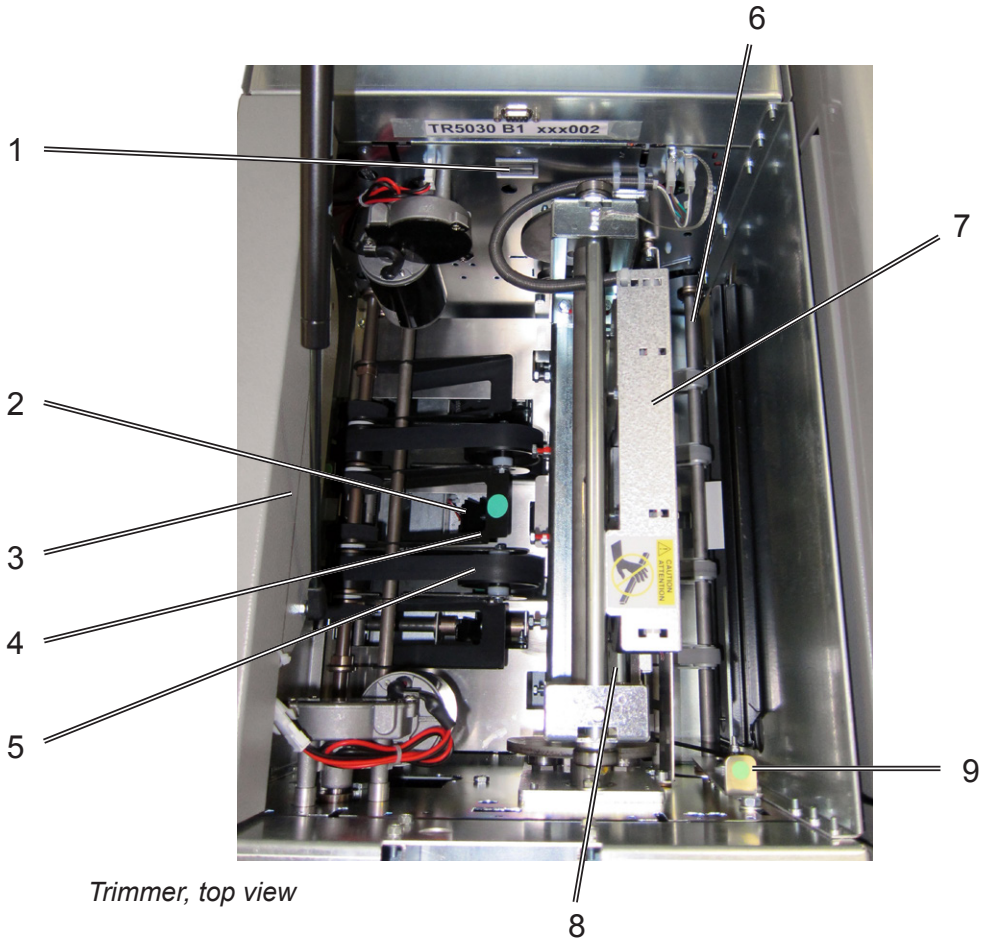
1 Top cover
2 Trim bin
3 Base
4 Connections



Stacker | COM BK5030 | Power from BK5030 | Terminator/ Com BF5030

Trimmer, continues

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

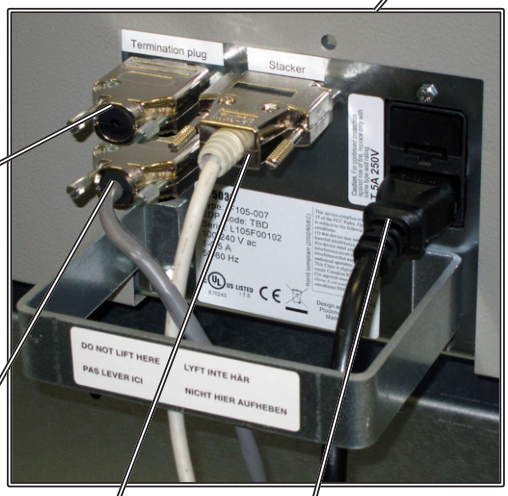


Trimmer, top view

1	Set counter	5	Transport belt
2	Trimmer stop	6	Infeed roller shaft
3	Outfeed drive release	7	Trimmer fan
4	Pre-trimming compressing brackets	8	Upper knife
		9	Infeed drive release

Book Folder

1 Top cover
2 Trim bin location
3 Base
4 Connections

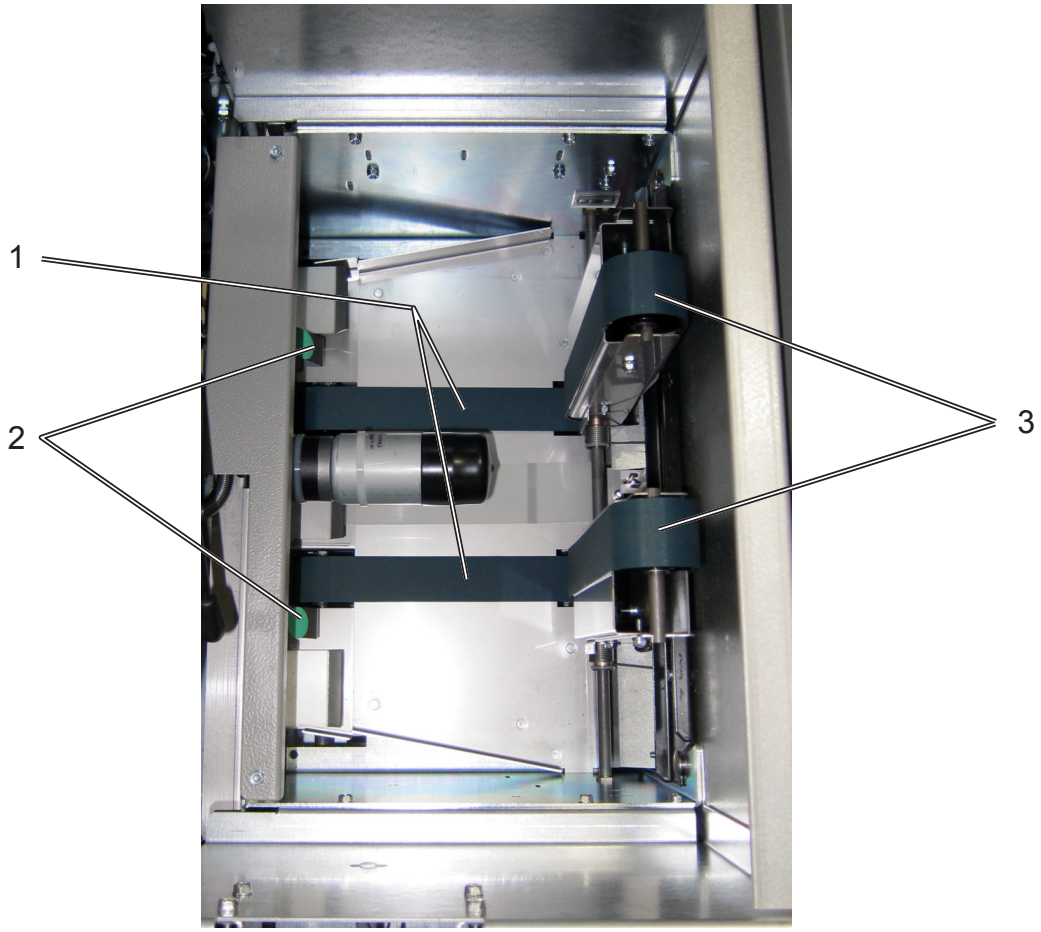


Terminator

COM BF5030 Stacker POW BF5030

Book Folder, continues

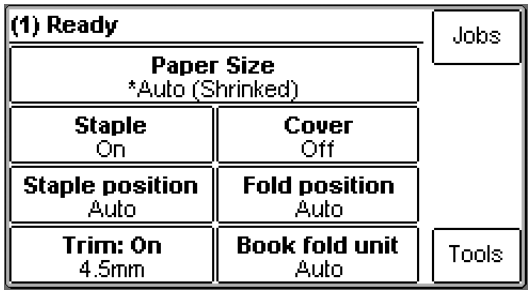
The Book Folder interior has parts that you will come in contact with if a misfeed occur.



Book Folder, top view,
Upper feed belts in lifted up

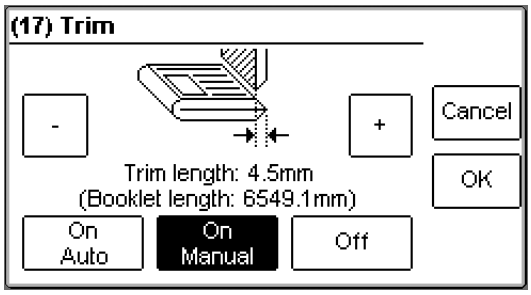
1 Lower feed belts
2 Upper feed belt release latch
3 Upper feed belts

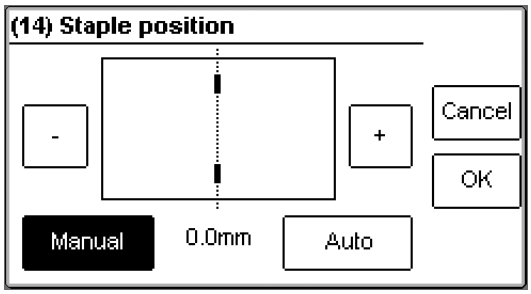
Control Panel



The Ready screen

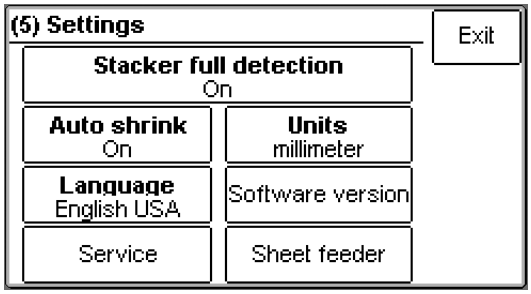
When the system power is switched on, the Ready screen will be shown. Here you will find information showing the actual set up. From this screen you can also access other screens that will help you operate the complete BK5030 Booklet making system.





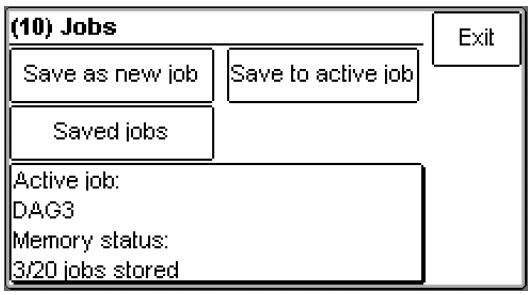
Changing settings

To change or adjust settings just point at an item in the Ready screen. For example you can fine adjust the trimming, turn off the cover feeder, set the Book Folder to the correct mode or adjust the staple or fold position during run. Explore all settings more thoroughly in section 2. Making Booklets.



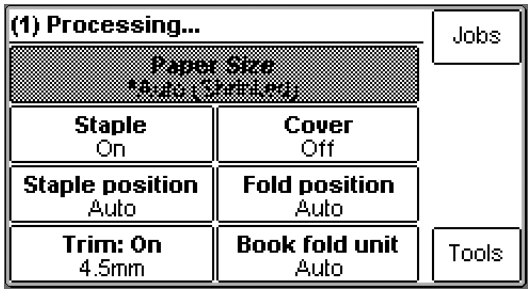
The Tools screen

Pressing the [Tools] button in the Ready screen takes you to the tools screen. This screen looks different depending of how the system is configured. From here you can change the display language, set units from millimetres to inches and more. See section 3. Tools. for how to get around in the Tools screen.



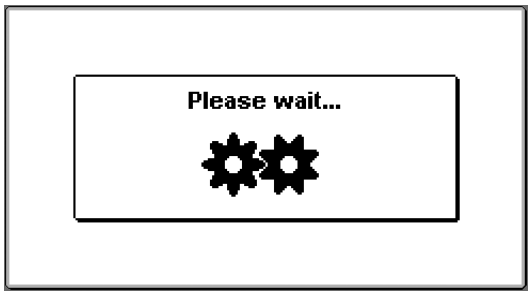
The Jobs screen

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.



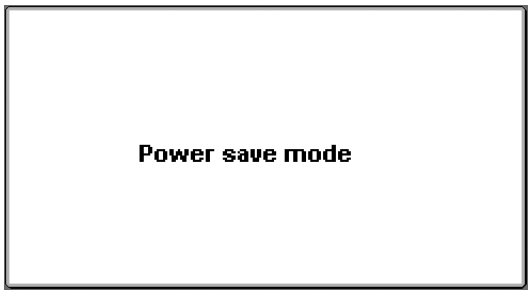
The Processing screen

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.



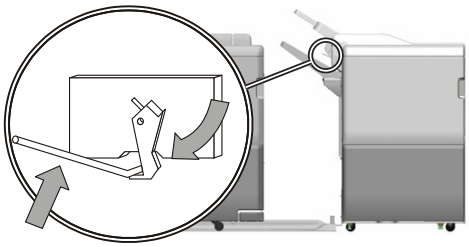
The Power save mode screen

The machine will go into a power saving mode if it is left unused for more than app. 10 minutes. Touch the control panel, send a job from the printer or open a cover to reinstate the Ready mode.

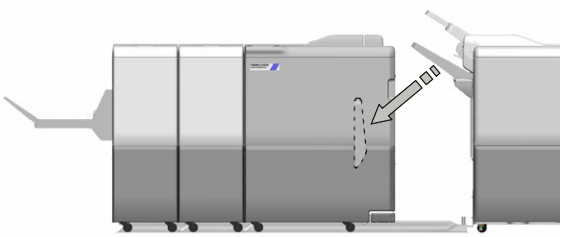
Docking / Undocking

Docking the Booklet Maker

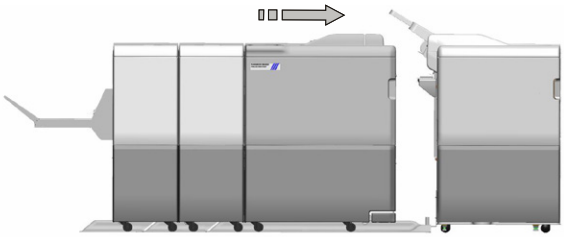
1 Turn the Copier off.



2 Lift up the Exit arm catcher and set the Exit paper arm in the upper position.



3 Remove the Exit tray from the Finisher and put it on the shelf on the Booklet Maker

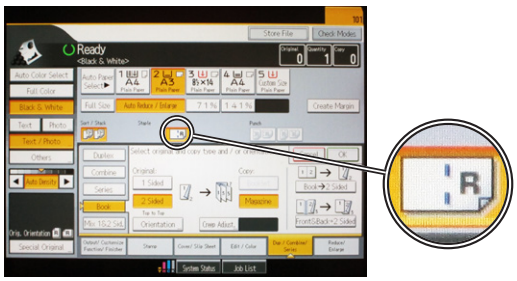


4 Move the Booklet Maker up to the copier and dock it.

Note

Make sure the Booklet Maker is powered on.

5 Turn the Copier on.



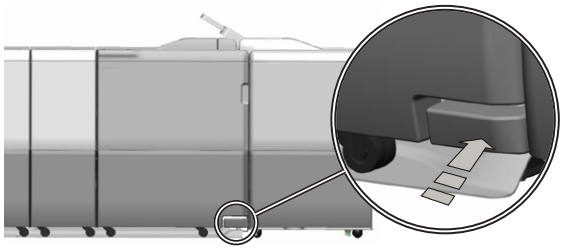
The Copier is now in Booklet maker mode and a staple icon is now present in the Copier display panel.

Undocking the Booklet Maker

1 Turn the Copier off.

Note

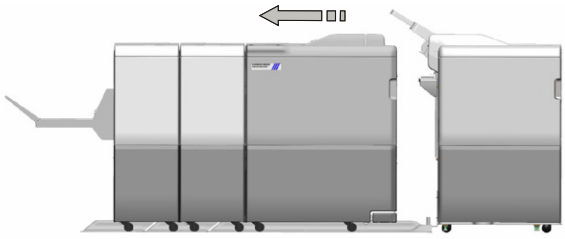
Keep the Booklet Maker powered on.

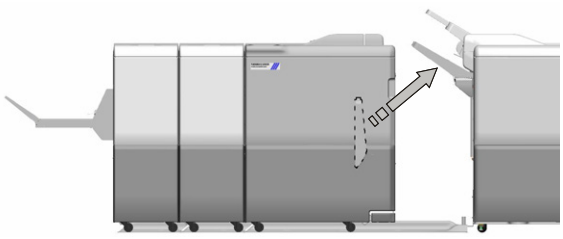


2 Push in the latch on the docking assembly and move the Booklet Maker away from the Copier.

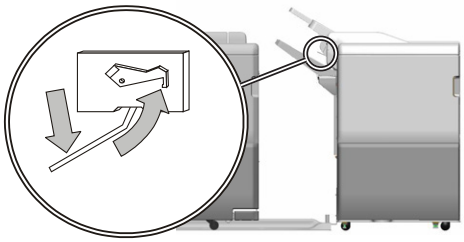
Note

Be careful not to damage the communication cable





3 Take the Exit tray from the shelf on the Booklet Maker, and install it on the Finisher.



4 Lift up the Exit arm catcher and move the Exit paper arm to the lower position.

5 Turn the Copier on.

The Copier is now in standard Copier mode.

Turning On / Off the Main Power

Booklet Maker, Cover Feeder, Trimmer and Book Folder

1 Plug the Booklet Maker power cord into the wall outlet.
Cover Feeder (optional), Trimmer (optional) and Book Folder (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 Cover Feeder (optional), Trimmer (optional) and Book Folder (optional).

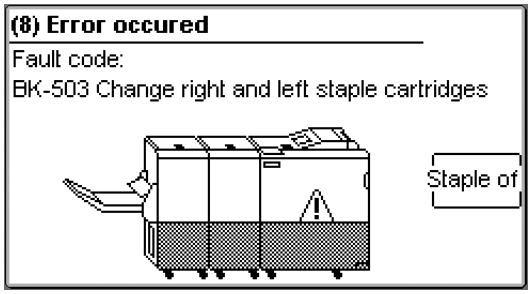
4 Close the Top cover.

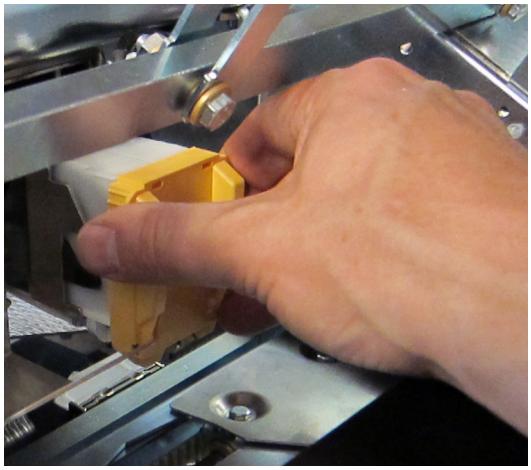
Change staple cartridges and Check stapler

The staple cartridges contains approximately 5000 staples each. Each cartridge includes all wear-out and service parts (i.e. the stapler head). The cartridges may be removed either for renewal or for jam clearance.

1

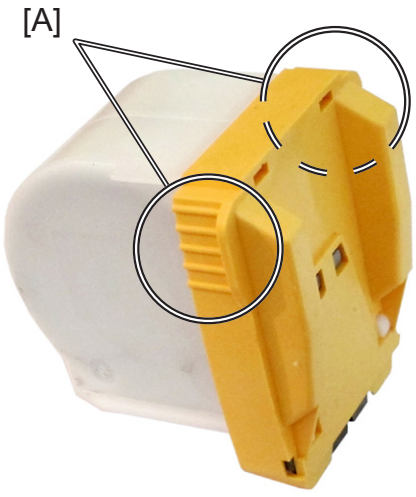
Change left/right staple cartridge(s)



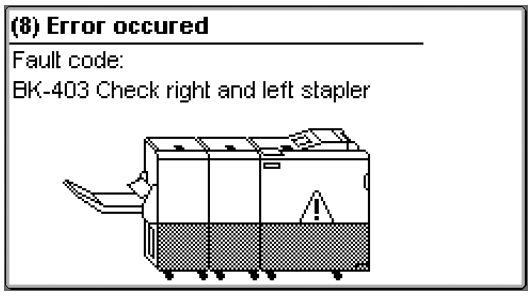


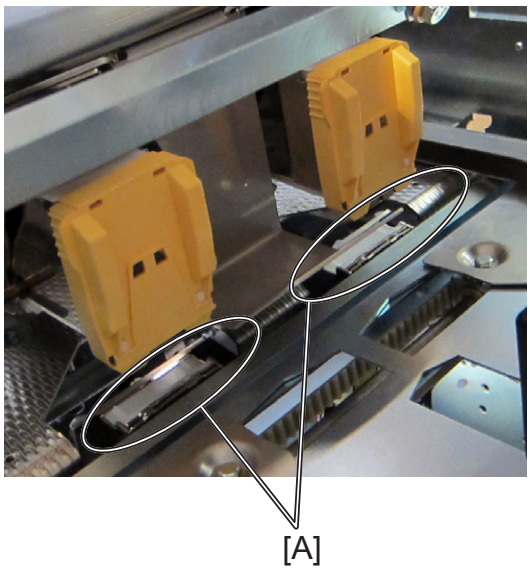
The booklet maker will indicate “Change left/right/ left and right staple cartridges” when there is app. 20 staples left in the stapler cartridge. Replace the indicated staple cartridge by doing the following:

1. Open the booklet maker top cover.
2. Pull out the staple cartridge using the grip [A] at both sides at the top of the staple cartridge.
3. Renew by pushing a new staple cartridge into stapler until it snaps in position.
4. Close booklet maker top cover and restart the job.



Check left/right stapler





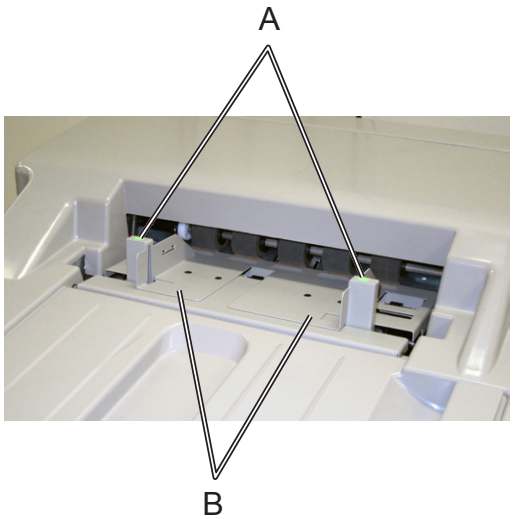
If the booklet maker indicates “Check left/right/left and right stapler”, it means that there is a jam in the indicated stapler. Remove the stapler cartridge as described above.

1. Open the booklet maker top cover.
2. Pull out the staple cartridge.
3. Remove any sheets left in the booklet maker and look for jammed staples stuck in the sheets.
4. Look inside the staple cartridge for jammed staples and remove them if any.
5. Look at the clinchers (A) and remove any jammed staples.
6. Push the staple cartridge into stapler until it snaps in position.
7. Close booklet maker top cover and restart the job.

Note
If the error message persists for no reason or if staple jam reoccurs, renew the staple cartridge as described above.

Cover feeder

Loading covers



1. Make sure that the cover sheets are well fanned to avoid misfeeds or double-feeds.
2. Align the cover sheets well to achieve a reliable feeding operation and good finishing results.
3. Make sure that the ink has completely dried, to avoid smearing.
4. Press on top of either air nozzle (A) to lower the paper bin. Load the covers facing downwards into the paper bin.
5. Move the adjustable side guides (B) up against the cover sheets until there is no clearance.

Emptying the trim bin

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

trim bin, no Book Folder installed

trim bin, with Book Folder 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.

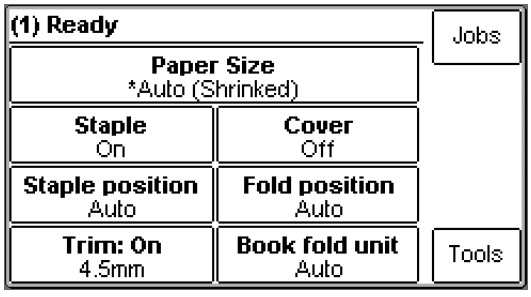
Procedure for temporary changes:
From the Ready screen, select the option you wish to change and press the [Change] button. Confirm changes by pressing the [OK] button.

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.

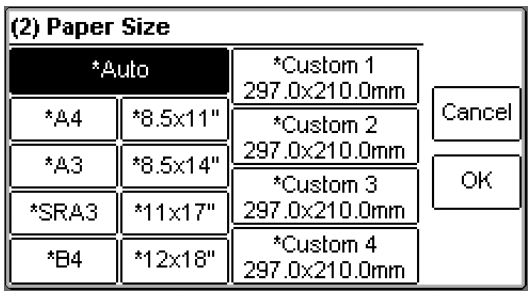
Note
Choose either of the above mentioned procedures when changing size, stapling, trimming, covers or book folding as follows.

Paper Size

Selecting standard paper sizes

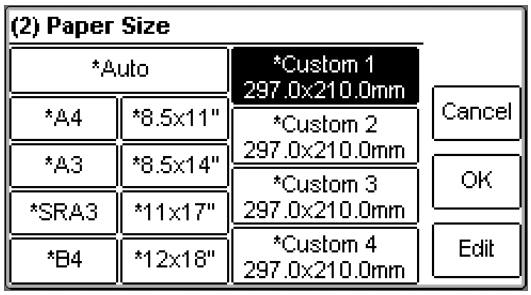


From the Ready screen, press the [Paper Size] button.



Select Auto or any standard paper size by pressing the corresponding button. Selecting Auto means that the booklet maker will automatically adjust to the same paper size (A4, A3, 8.5”x11”, 8.5”x14”, 11”x17” or B4) as the copier.
For other paper sizes, follow “Custom paper size” as described on the next page.

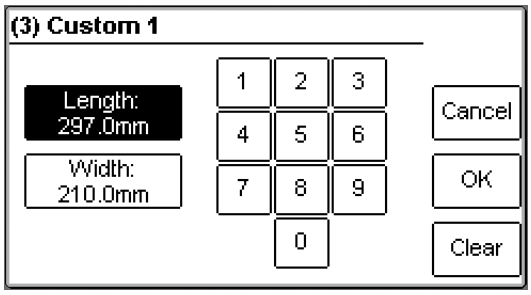
Custom paper size



From the Paper size screen, select any of the present custom size formats and press the [Edit] button.

Note

The asterisk (star) indicates that the Auto shrink function is activated. See page 35.

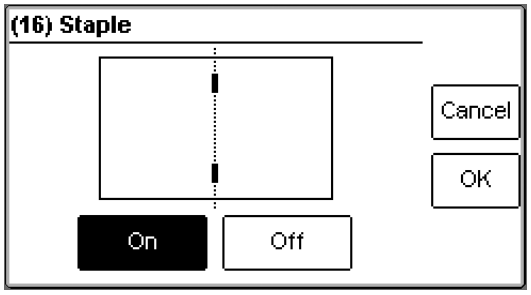


Select Length or Width and key in the desired value. Save the custom size format by pressing the [OK] button.

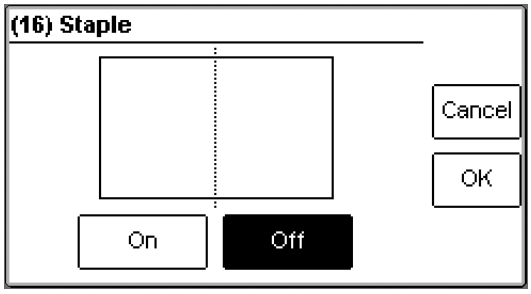
Four different custom paper sizes can be stored.

Staple

Selecting stapling On or Off



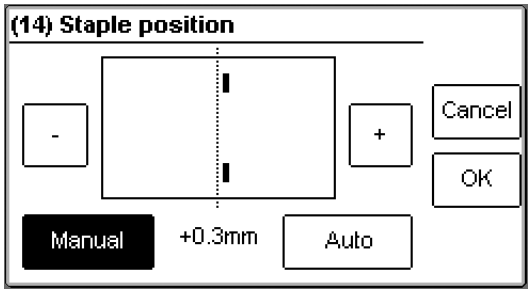
From the Ready screen, press the [Staple] button.



Select On or Off by pressing the corresponding button and save setting by pressing the [OK] button.

Staple position

Adjusting staple position

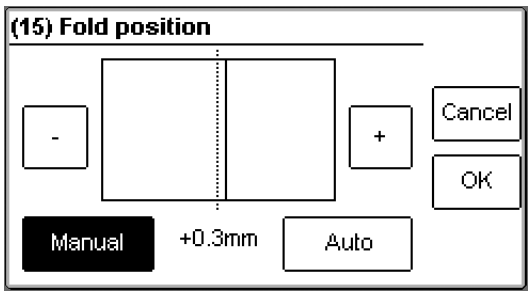


The position of the staples can be changed up to 3 mm (0.12”) on either side of the fold. Press the [-] or [+] button to change position of the staples and save setting by pressing the [OK] button.

Note
This change can be performed during run.

Fold position

Adjusting fold position



The position of the fold can be changed up to 3 mm (0.12”) on either side of the centre of the set. Press the [-] or [+] button to change position of the fold and save setting by pressing the [OK] button.

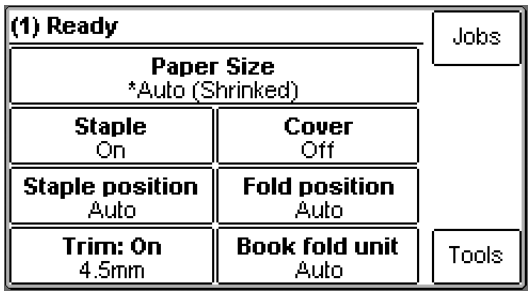
Note
This change can be performed during run.

Note
You may want to turn off trimming to see the result more clearly when you move the fold position.

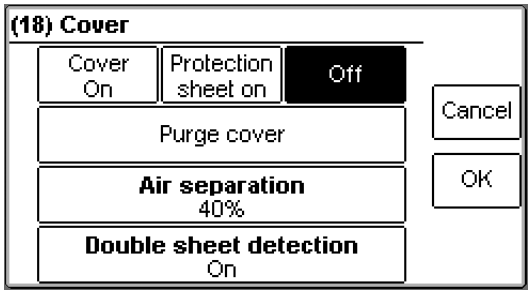
Cover

If a Cover Feeder is present, the [Cover] button will be visible in the control panel. Set to On, the cover feeder will automatically feed one cover to each set from the copier, or if you are manually feeding a set. The cover feeder can be used in either for feeding regular covers or for feeding protection sheets.
In the first case, higher paper weight, pre-printed covers are fed to the set waiting in the compiler. The set and the cover are then stapled and folded together.
In the latter case the sheets in the set are jogged and stapled **before** the protection sheet is fed. The set and the cover sheet are then folded together.
Depending of the system setup, the booklet is then fed to the belt stacker or to the trimmer.

Using covers



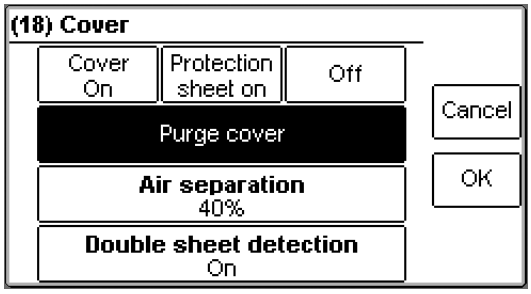
From the Ready screen, press the [Cover] button to go to the Cover screen.



Select [Cover On], [Protection sheet on] or [Off] by pressing the corresponding button and save setting by pressing the [OK] button.

Note

To avoid that fault code “CF-503 Load covers” will be shown, load covers **before** selecting [Cover On] or [Protection sheet on]. See section 1. Basics



The Purge mode is used when you want to completely empty the Cover Feeder from covers.

1 Remove all cover sheets from the bin.

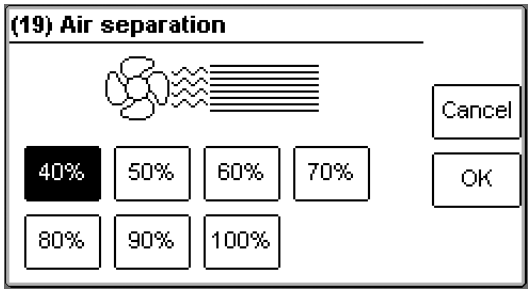
2 Select Purge and press the [OK] button. The prefed cover sheet will now be fed into the Booklet Maker to the stapling area, but without being stapled.

3 Open the Top Cover and remove the cover sheet.

Note

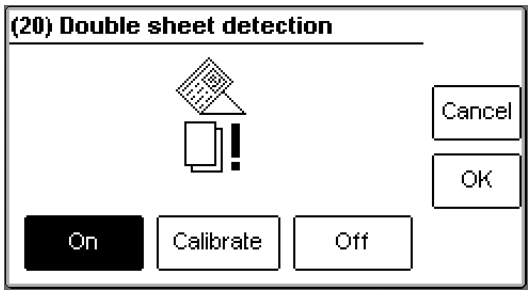
If you open and close the Top Cover without removing the cover sheet, the cover sheet will be stapled and folded and then fed to the stacker.

Air Separation



You might want to increase the Air flow when running thick, heavy covers. From the Cover screen, press the [Air separation] button to go to the Air separation screen.
Set the desired amount of air flow by pressing the corresponding button and save setting by pressing the [OK] button. Default) setting is 40%.

Double Sheet Detection

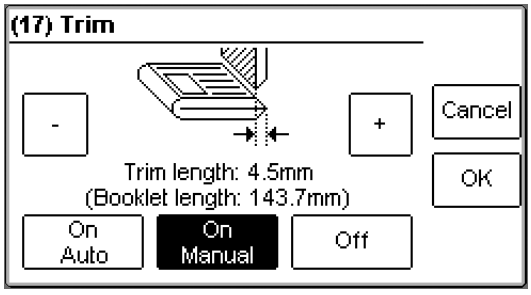


From the Cover screen, press the [Double sheet detection] button to go to the Double sheet detection screen.
Set the detection to On or Off by pressing the corresponding button and save setting by pressing the [OK] button.
Normally double sheet detection should be set to On when you are feeding covers. However, if you experience “false double sheet feeds”, for example when running covers that are thick, with dark print or with mixed prints on the covers, the double sheet detection can be set to Off.

Note
Misfeed detection will work regardlessly.

Trim

Select trimming Auto, Manual or Off



From the Ready screen, press the [Trim] button.
Trimming can be set to on, off or auto. When trimming is set to auto, a minimum trim, based on the information about paper weight and number of sheets in the set, is calculated. To set the trim manually, press the [On Manual] button and use the [+] or [-] buttons to set the desired value. Save setting or trim state by pressing the [OK] button.

Book fold unit

General

The Book Folder has seven different settings. It can be set to [Auto], [Off] , [Mode 1], [Mode 2], [Mode 3], [Mode 4] or [Mode 5].

In [Auto] mode, the Booklet Maker automatically sets the Book Folder to the correct mode based on the information about paper weight and number of sheets in the set.

Note

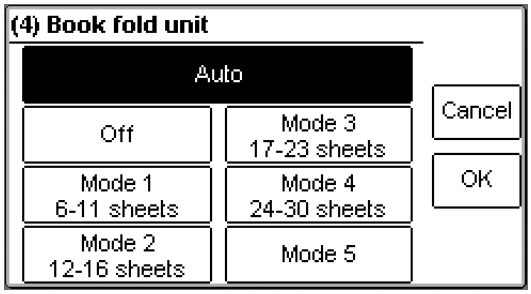
When the Book Folder is set to [Auto] and the booklet has less than approximately 6 sheets/booklet, the Book Folder will bypass the Square folding action, transporting the booklet out to the Belt stacker.

Select [Off] to bypass the Book Folder without any square forming action.

Use the manual modes to override the auto function. There are five 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 30 sheets. Maximum amount of square forming.
Mode 5: The square forming action is performed twice. This mode can be used when the booklet has extra high paper weight cover and square forming using the above modes still not produces a flat booklet.

Selecting book folding mode



From the Ready screen, press the [Book fold unit] button.

Select the desired mode and save setting by pressing the [OK] button.

On-line/Off-line

The Booklet maker can be operated in two modes. On-line mode, when used together with the copier, or off-line mode, working as a stand-alone unit.

Off-line mode

1 Follow “Undocking the Booklet maker” in section 1. Basics.

2 Adjust the hand feeding paper guides to the correct paper size.

3 Turn on the Booklet maker.

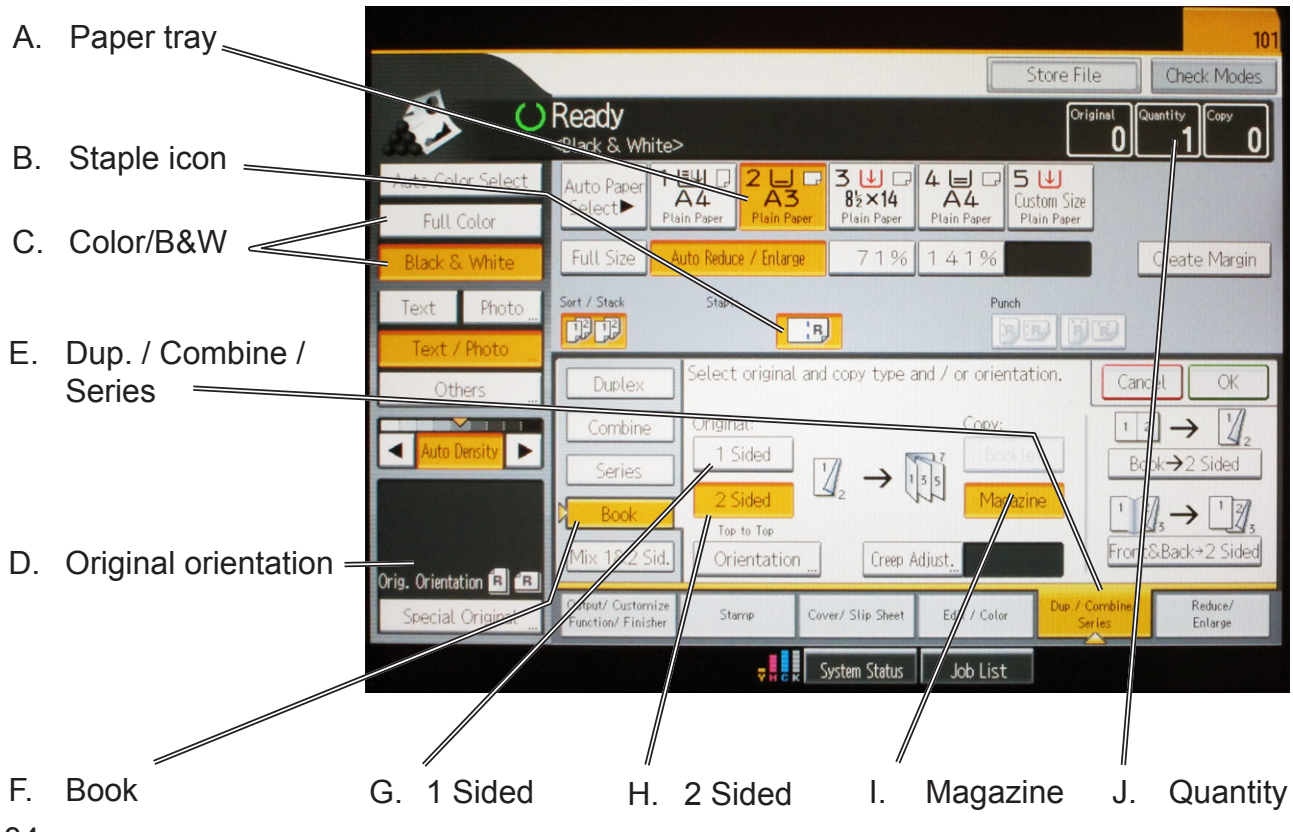
The Booklet maker is now in stand-by and will start automatically when a set is fed into the Booklet maker. If settings need to be changed, follow “Changing settings” earlier in this section.

On-line mode

1 Follow “Docking the Booklet maker” in section 1. Basics.

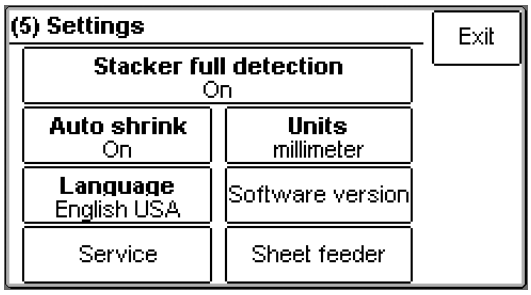
Begin On-line Production

1. Make sure that the [staple icon] is present on the copier control panel. If not, turn off the Copier and Booklet Maker. First turn the Booklet Maker ON and then turn the Copier ON.
2. Make sure that the Booklet maker system is set according to your job specification.
3. Select [Paper tray] (A).
4. Select [Staple icon] (B).
   Note
   Make sure correct original orientation (C) is selected.
5. Select Color/Black & White (D).
6. Select [Dup / Combine / Series] (E).
7. Select [Book] (F).
8. Select [1 Sided] (G) if your originals are only printed on one side or [2 Sided] (H) if they are printed on both sides.
9. Select [Magazine] (I).
10. Select [Quantity] (J).
11. Press the [Start key].



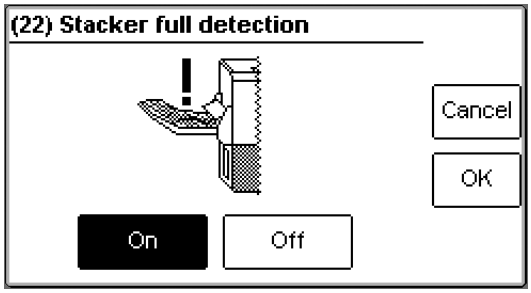
The Tools Screen

The Tools screen.



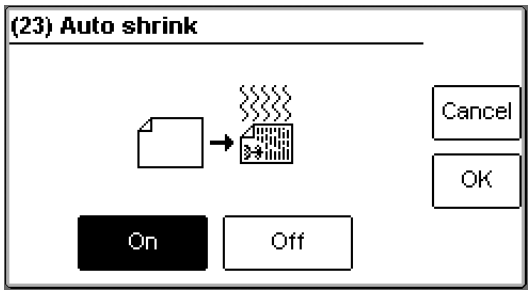
From the Ready screen, press the [Tools] button to get to the Settings screen. Select the setting you want to change and press the corresponding button.

Stacker full detection



Based on the information about paper weight, paper size and number of sheets in each booklet, the system calculates how many booklets the stacker can hold. When the stacker is regarded to be full, the system stops. Clear the stacker and confirm by pressing the [Done] button to restart production. Turn the stacker full detection function on or off and save setting by pressing the [OK] button

Auto shrink

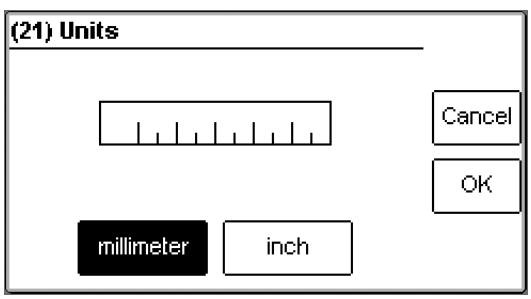


The booklet maker system is able to compensate for the shrinkage that occurs when the sheets are sent from the printer. The compensation factor is calculated based on the information about paper weight and paper size. Turn the function on or off by pressing the corresponding button and save setting by pressing the [OK] button. An asterisk (star) in front of the paper format indicates that Auto shrink is on.

Note

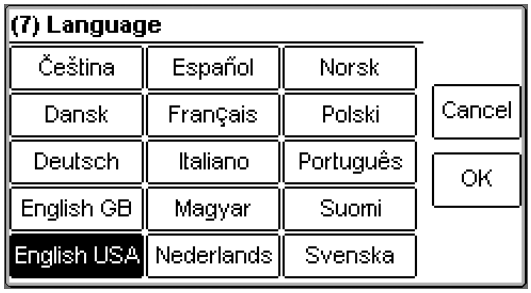
Compensation for shrinkage will not be activated if the cover feeder is on or when sets are hand fed.

Units



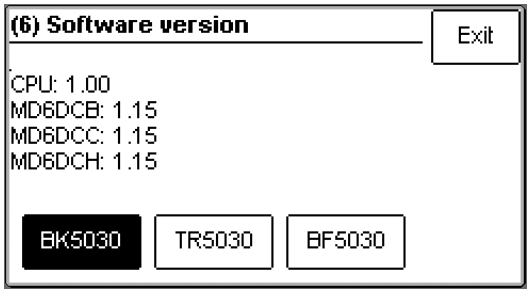
Select millimetres or inch by pressing the corresponding button and then save setting by pressing the [OK] button.

Language



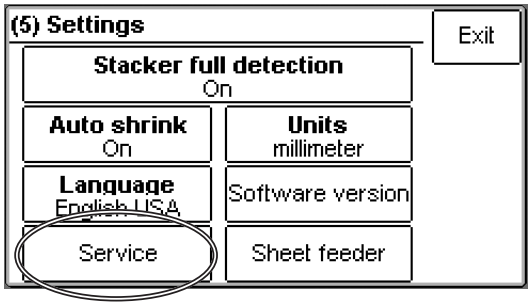
Select desired language by pressing the corresponding button and save by pressing the [OK] button.

Software version



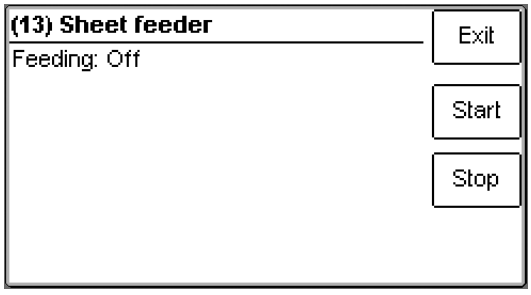
Select machine by pressing the corresponding button to display the software version. Press [Exit] button to go back to the Settings screen.

Service access



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

Sheet feeder



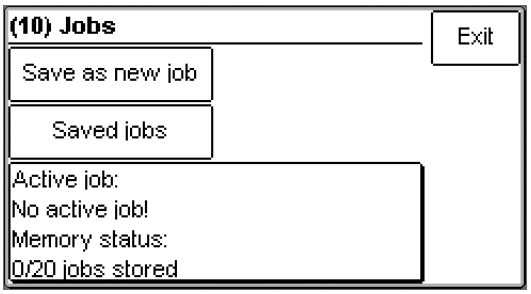
This function allows you to individually fold the sheets loaded in the cover feeder in a sequence. Load the cover feeder and press the [Start] button to begin folding. Press the [Stop] button to stop.
See section 2. Making Booklets, for how to load the cover feeder.

4. Jobs

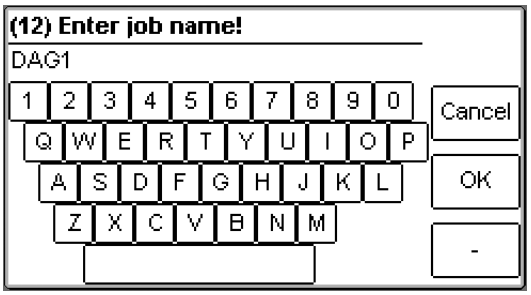
Handling jobs

The Booklet Maker has a maximum storage capacity of 20 different jobs. To make temporary changes in the actual job settings or temporary changes of a stored job, see section 2. Making Booklets. From the Ready screen, press the [Jobs] button to be able to store, change or delete jobs.

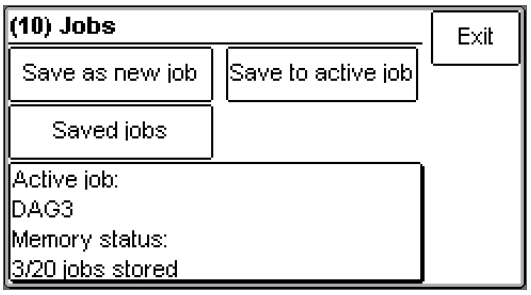
Saving a Job



To store a new job, press the [Save as new job] button.



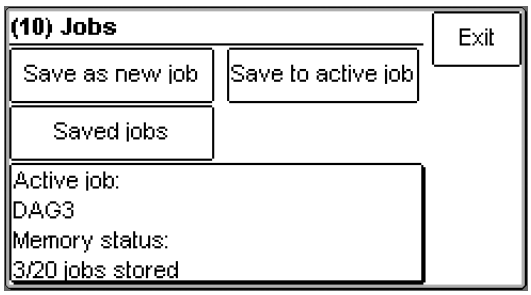
Enter a job name and save by pressing the [OK] button.



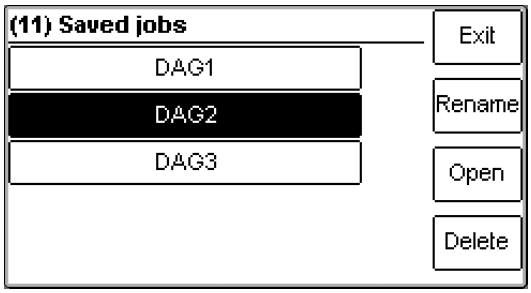
If you already have a job active, you can choose either to save your new settings as a new job or to save to the active job. Press the corresponding button to continue.

Continued on next page.

Handling stored Jobs



To access already stored jobs, press the [Saved jobs] button.



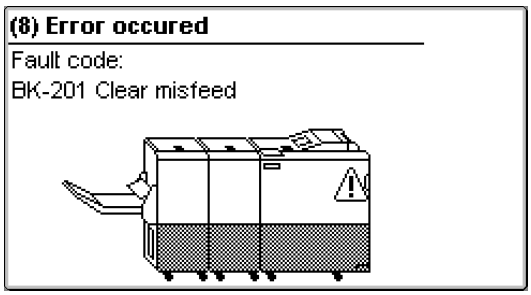
Rename, open (load) or delete any stored job by pressing the job button and choose action.

5. Clearing Misfeed(s)

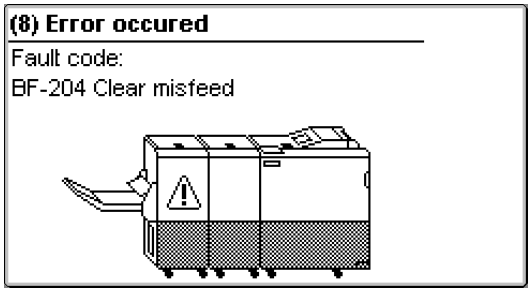
Clearing misfeed(s)

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 BK-XXX.

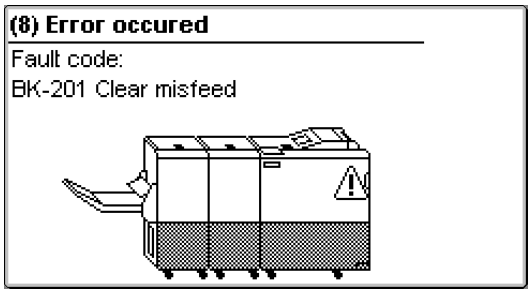


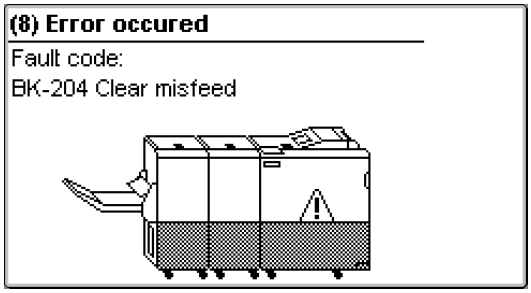
Misfeeds in the Book Folder are indicated as area E and by the error code BF-XXX.

Booklet Maker

Clearing misfeed(s)

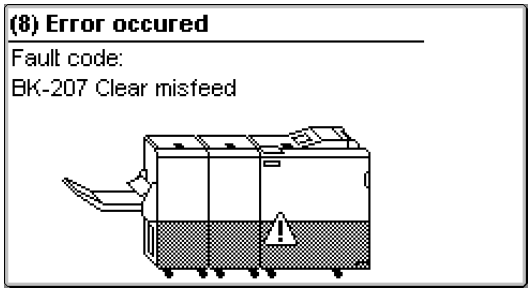
Inside the Booklet Maker





To clear a misfeed indicated in Area A or B

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



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

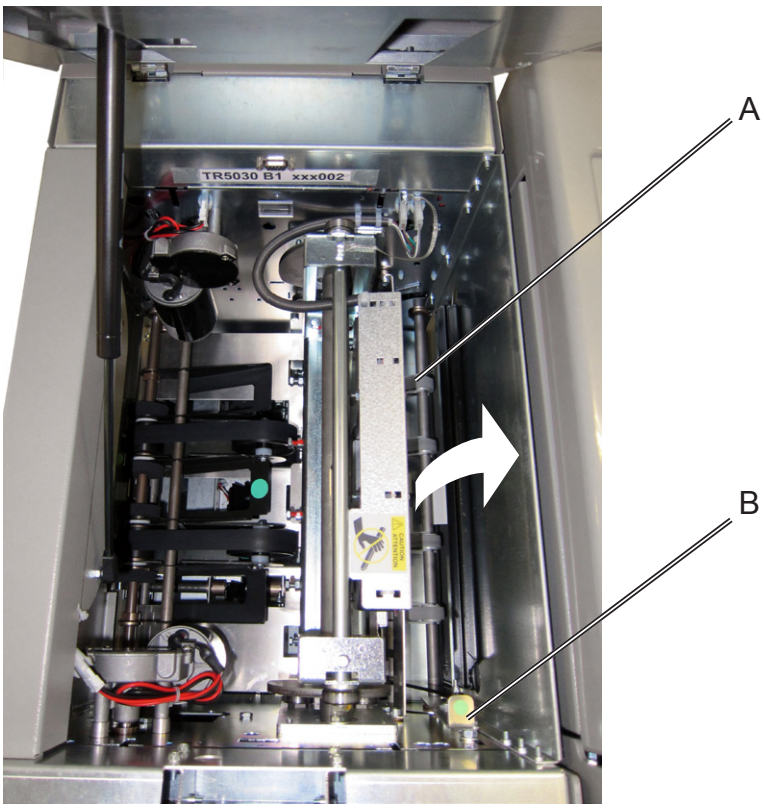
Clearing misfeed(s)

The upper trimmer blade on the trimmer is protected by a knife protection plate that moves away during the cutting stroke.

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

Clearing misfeed in input area

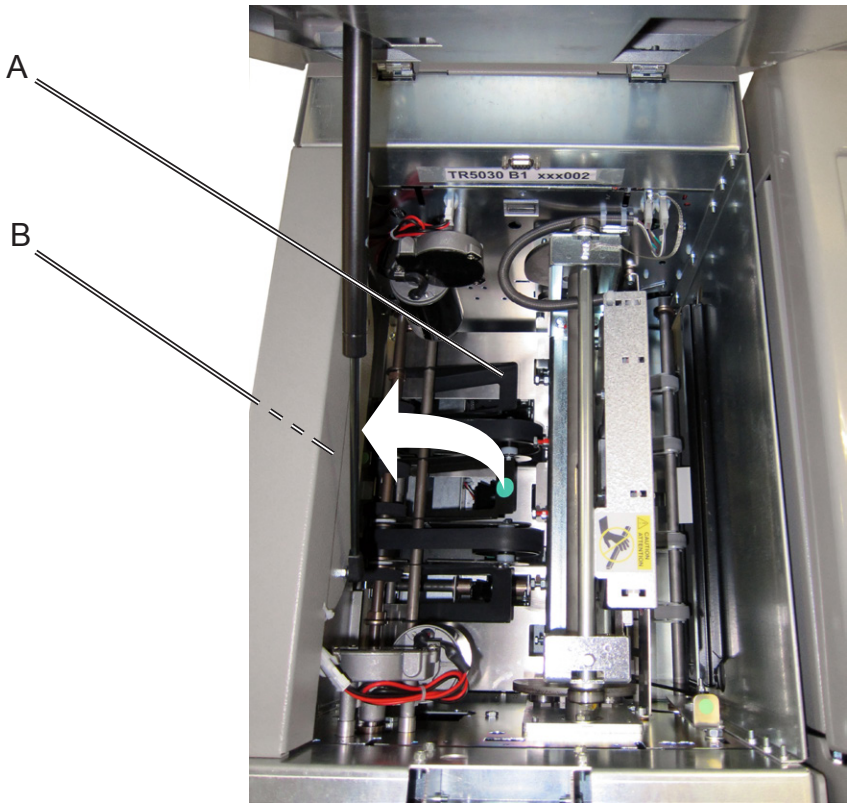
1. Raise the infeed roller shaft (A) by lifting latch (B).
2. Remove the misfed sheets in the infeed area.
3. After the misfed sheets are removed, lower the latch (B) and place the infeed roller shaft into operating position.



Clearing misfeed(s), continues

Clearing misfeed in exit area

1. Lift the pre-trimming 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. Location of bracket not shown, just indicated.



Cover Feeder

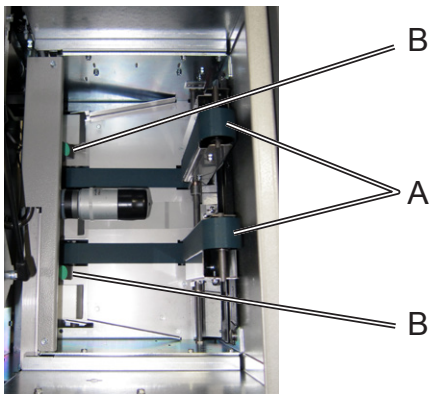
Clearing misfeed(s) in vertical transport area

1. Open the Top Cover.
2. Lift the jam clearance baffle (A).
3. Remove the misfed cover.
4. Put the jam clearance baffle back in normal position.

Book Folder

Clearing misfeed(s)

Inside the Book Folder



1 Open the top cover.

2 Lift up both upper feed belts (A).

Note

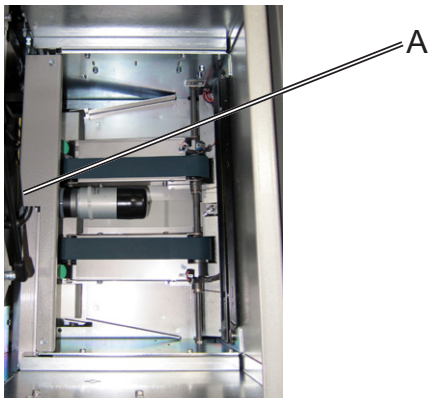
Press the green dots (B) on the latches to release.

3 Remove the misfeeds.

4 Place the upper feed belts in normal position.

5 Close the top cover.

Exit area



1 Open the top cover.

2 Remove the misfeeds through the jam clearance area (A).

3 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:

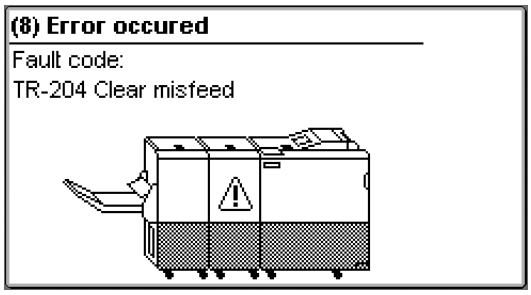
Booklet Maker: BK-201 to BK-210, BK-401 to 403 and BK-501 to BK-504
Cover Feeder: CF-201 to CF-207 and CF-501 to CF-503
Trimmer: TR-201 to TR-205, TR-501 and TR-502
Book Folder: BF-201 to BF-206 and BF-501.

BK-201 to BK-208	indicates “Clear Misfeed(s)” in the Booklet maker
BK-209	indicates that the set is too thick to be folded
BK-210	indicates “Remove purged sets”
BK-401 to BK-403	indicates “Check staple(s)” in the Booklet maker
BK-501 to BK-503	indicates “Change staple cartridge in the Booklet maker
BK-504	indicates “Stacker full”
CF-201	indicates “Out of covers” in the Cover feeder
CF-202 to CF-205 and CF-207	indicates “Clear Misfeed(s)” in the Cover feeder
CF-206	indicates “Double feed” in the Cover feeder
CF-501	indicates “Load covers” when the Cover feeder is almost out of Covers. How to clear, see Cover feeder fault codes
CF-502	indicates that there is a format mismatch between the cover sheets and the sheets sent from the copier.
CF-503	indicates “Load covers” when there is no more cover sheets in the Cover feeder. How to clear, see Cover feeder fault codes
TR-201 to TR-204	indicates “Clear Misfeed(s)” in the Trimmer
TR-205	indicates “Close trimmer belts”
TR-501	indicates “Waste bin full” in the Trimmer
TR-502	indicates “Stacker full”
BF-201 to BF-206	indicates “Clear Misfeed(s)” in the Book Folder
BF-501	indicates “Stacker full”

Note
If procedures in this manual do not rectify the problem an authorized technician will be needed.

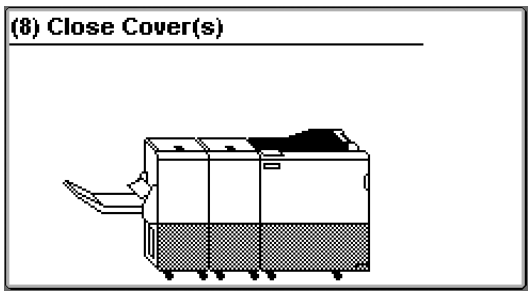
General fault codes

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)



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

Check stapler or Change staple cartridge

These messages 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.

Set too thick

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

Remove purged sets

This message will be displayed when the purged set is in the infeed area. Open the top cover, remove the set and close the top cover.

Illegal feed mode

If this message is displayed, contact customer support.

Stacker full

This message will be displayed when the Stacker is full. Empty Stacker.

Cover feeder fault codes

Misfeed

This message will be displayed when the Cover feeder could not feed a cover from the paper bin. Check cover loading according to section 2. Making Booklets. If problem persists, clean separator pad according to section 7. REMARKS.

Double feed

This message will be displayed when the Cover Feeder detects that more than one cover was fed from the cover bin. If more than one cover was fed, check cover loading according to section 2. Making Booklets. If the covers that are fed are thick, with dark print or with mixed prints on the covers, double feeding may be displayed even if that is not the case. Turn off double sheet detection according to section 3. Tools.

Continued on next page.

Cover feeder fault codes, continues

Load covers

Code “CF-501 Load covers” is displayed when covers run low. There are two ways to continue operation.

1 Loading more cover sheets:
Load more cover sheets according to section 2. Making Booklets and press the [Done] button. Code CF-501 will extinguish and copier will start.

2 Using up the remaining cover sheets that are loaded:
Press the [ESC] button. Code CF-501 will extinguish and copier will start.

Note
Be aware that if you use this method, the system will hard stop i.e. without completing the cycle when there is no covers left.

Code “CF-503 Load covers” is displayed when covers are empty. There are two ways to continue operation.

1 If you wish to continue production:
Load cover sheets according to section 2. Making Booklets and press the [Done] button. Code CF-501 will extinguish and copier will start.

2 If cover job is finished and you wish to run a new job without covers:
Select Cover Off in the Cover menu.

Trimmer fault codes

Note
During poor environmental conditions waste from the trimming operation may be transported through the system.

To improve the situation the trim margin may be increased and thereby ensuring that
The waste is transported into the waste bin.

Trim bin full

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.

Close trimmer belts

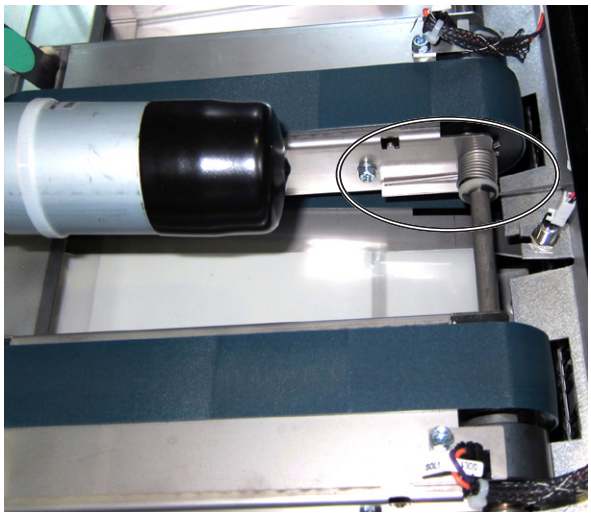
This message will be displayed when the belts at the outfeed area of the Trimmer is not in correct position. Open cover and set Trimmer belts to their lower position. Close cover.

Book Folder fault codes

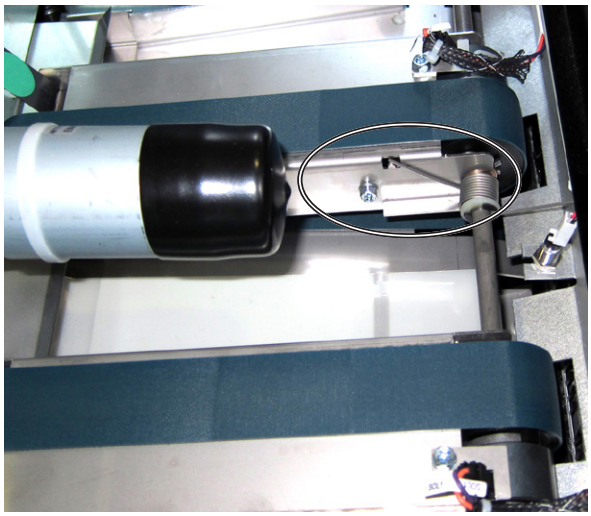
Feed errors

If feed errors occur, the feed belts need to be cleaned or the pressure on the upper feed belts need 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

Page intentionally blank.

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 power cord 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 power cord 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:

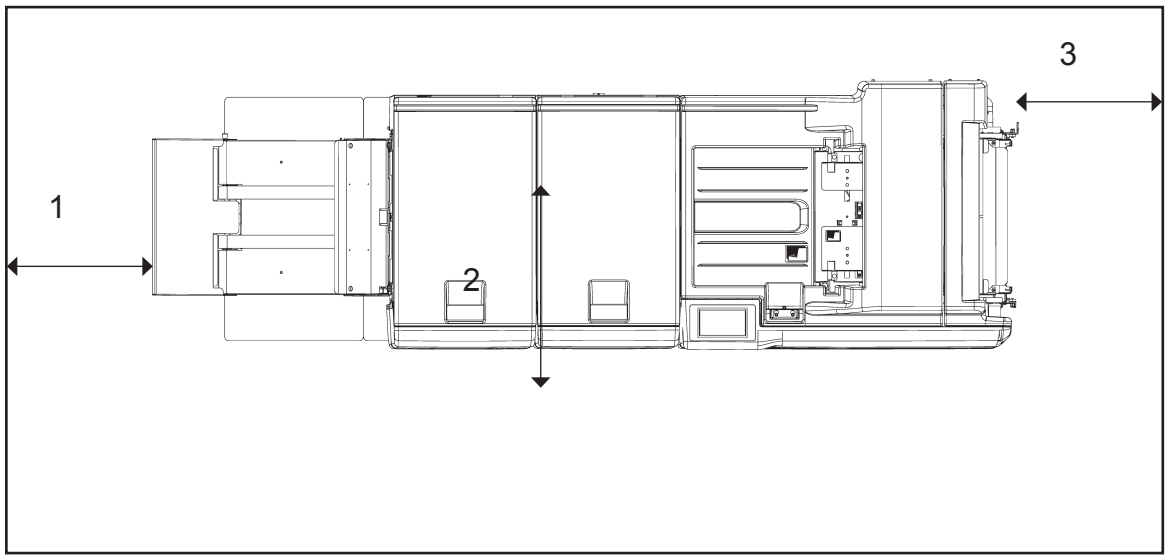
- Subjected to sudden temperature changes.
- Directly exposed to cool air from air-conditioner.
- Directly exposed to heat from heater.

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.

Access to machine

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



1. Left: more than 400 mm / 15.8”.
2. Front: more than 555 mm / 21.8”
3. Right: more than 400 mm / 15.8” (off-line use).

Maintaining Your Machines

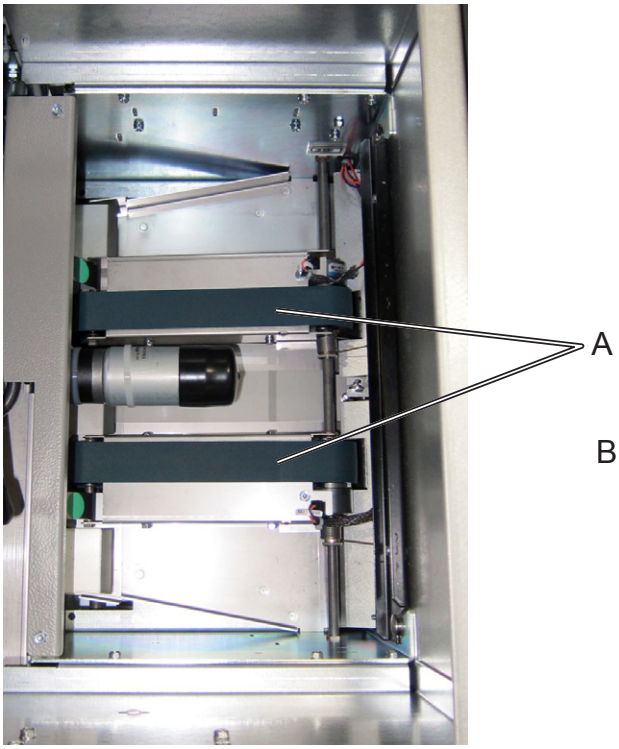
Never attempt any maintenance function that is not specifically described in this documentation.

Book Folder

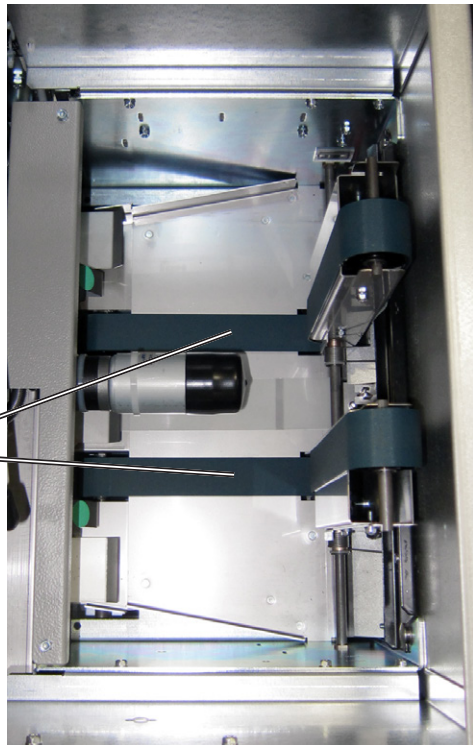
Cleaning feed belts

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. Press the release latch and 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.

Limitations in the BK5030 system

- The Plockmatic BK5030 Production Booklet Maker is suited for customers whose booklet making needs will not exceed an average 20,000 booklets per month.

- If sheets entering the BK5030 is not uniform and square the booklet quality will vary accordingly.

- The maximum recommended number of sheets that can be folded without stapling is 5 sheets of 80 gsm. If there is very low friction between the sheets, running non stapled sets may be difficult.

- Staple position may vary on the spine when being square folded with the BookFold BF5030 module, especially on thicker booklets. Moving staple position so staple is centered on the spine will reduce this phenomenon.

- Staple may be radius shaped (bent) when running with Book Fold module. Moving staple position so staple is centered on the spine will reduce this phenomenon.

- Covers may show marking along the spine of the booklet from the clamp in the BF5030 module. The more pages in the booklet, the more evident the marking. The use of “protection sheet” eliminates this marking.

- For some white coated stock, such as “Silk type” two sided coated paper, occasional fold roller marks may be observed on the “top side” of the book. . The use of “protection sheet” eliminates this marking.

- Simplex booklets are not supported.

  The double feed sensor should be turned off when feeding cover 200 gsm or more from the CF5030 module. You may also have to turn off this function if you have heavy dark area coverage or covers with different images on them.

- For jobs with multiple sheets of 200 gsm or heavier the BF5030 module is recommended for an acceptable output. If BF5030 module is present in the configuration the Book Fold shall be turned ON or feed problem at output may occur.

- The protection sheet function may not function correctly with thicker booklets. If there is very low friction between the protection sheet and the set, functionality may be poor.

- Heavy weight media will show image crack in the spine, pre-crease the cover to avoid cracking.

- Thick books made from coated stock with high friction between each sheet may show permanent “wave like” deformation of the sheets.

- Marks from the fold knife may appear on sensitive media on the inner sheet.

- Marks from side guide motion may appear on sensitive media, the use of protection sheet eliminates this.

Best practice for the BK5030 system

- If the set is not properly registered (side jogged and back jogged) changing to a smaller custom size of paper in the BK5030 may improve the situation.

- If staples have problems penetrating thicker sets of heavy media changing staple cartridge may improve the situation.

- If the booklets show markings or scratches the use of the “protection sheet” will improve the situation.

- Book Fold module BF5030 may wrinkle the cover at the spine when light weight media is used for cover sheet. Changing to heavier stock or turning book fold module off usually fixes the problem.

- Staple may be radius shaped (bent) when running with Book Fold module. Moving staple position so staple is centered on the spine will reduce this phenomenon.

- Covers may show marking along the spine of the booklet from the clamp in the BF5030 module. The more pages in the booklet, the more evident the marking. The use of “protection sheet” eliminates this marking.

- For jobs with multiple sheets of 200 gsm or heavier the BF5030 module is recommended for an acceptable output. If BF5030 module is present in the configuration the Book Fold shall be turned ON or feed problem at output may occur.

8. Specification

Machine Specifications

Booklet Maker BK5030

Major Specifications

	Specifications	Remarks
Speed (Online usage)	Maintains engine speed (actual depends of engine speed).	Actual speed in number of booklets (per min / hour) depends on number of sheets per booklet.
Standard Paper Sizes	A4, A3, B4, 8.5x11”, 8.5x14”, 11x17”, 12x18”, SRA3	Custom sizes are available
Paper Size (Minimum)	Width 206mm / 8.1” Length 275mm / 10.8”	
Paper Size (Maximum)	Width 320mm / 12.6” Length 457.2mm / 18”	
Paper Weight (Minimum)	64gsm/16 lb Bond	
Paper Weight (Maximum)	300gsm / 110 lb Cover	
Belt stacker capaciy	2 sheets: 200 sets 8 sheets: 70 sets 15 sheets: 35 sets 20 sheets: 25 sets 30 sheets: 15 sets	80 gsm / 20 lb. Bond
Input / Output Sheets	1 – 30 Sheets (80 gsm / 20 lb Bond)	Stapled (see Set size Guide on page 64)
Input / Output Sheets	1 – 2 Sheets	Non Stapled Folding
Off-line Use	Possible	Stitch / Fold (2 staples)
Weight	135 kg / 297.6 lb	
Dimensions (L x H x D)	1230 - 1440 x 1050 x 700 mm / 48.4 - 56.7 x 41.3 x 27.6”	Incl. Base and Stacker
Power Source	100 - 230 V, 50-60Hz	+ 6%, - 10%
Power consumption	250 W or less	Continuous Operations
Noise emission	62 dB	Complete system

Cover Feeder CF5030 (option)

	Specifications	Remarks
Maximum Speed	Same as BK5030	A3/11x17” or bigger paper sizes, need two sheet sets as inlet at least
Standard Paper Sizes	Same as BK5030	
Paper Weight (Minimum)	70 gsm / 18 lb Bond	
Paper Weight (Maximum)	250 gsm / 67 lb Bond	
Cover Feeder Capacity	20 mm (app. 200 sheets of 80 gsm paper) 13/16” (app. 200 sheets of 20 lb Bond paper)	
Off-line Use	Possible	(Together with Booklet maker)
Weight	7 kg / 15.4 lb or less	
Dimensions (L x H x D)	310 x 190 x 530 mm / 12.2 x 7.5 x 20.9”	The Cover Feeder dimensions are included in the Booklet Maker diversions and will not add anything more to the space.
Power Source	From BK5030	

Trimmer TR5030 (option)

	Specifications	Remarks
Speed	1800 sets per hour	
Standard Paper Sizes	Same as BK5030	Custom sizes are available
Default trim length	4.5 mm / (11/64”)	Adjustable in 0.5 mm steps
Minimum trimming	1 mm / (0.0394 in)*	Adjustable in 0.5 mm steps
Maximum trimming	16 mm (0.63”)	Adjustable in 0.5 mm steps
Paper Weight (Minimum)	Same as BK5030	
Paper Weight (Maximum)	Same as BK5030	Engine Duplex: 216 gsm
Input / Output Sheets	Same as BK5030	
Off-line Use	Possible	(Together with Booklet maker)
Weight	70 kg / 154.3 lb or less	
Dimensions (L x H x D)	360 x 1010 x 620 mm / 14.2 x 39.8 x 24.4”	
Power Source	From BK5030	

* When trimming SRA3 (450 mm) Booklets minimum trimming is 5 mm, when trimming 18” Booklets minimum trimming is 9 mm.

Book Folder BF5030 (option)

	Specifications	Remarks
Speed	Same as BK5030	Appr. 6 - 30 sheet booklet (80 gsm / 20 lb Bond)
Standard Paper Sizes	Same as BK5030	Custom sizes are available
Paper Weight (Minimum)	Same as BK5030	
Paper Weight (Maximum)	Same as BK5030	
Input / Output Sheets	Same as BK5030	
Off-line Use	Possible	(Together with Booklet maker & Trimmer)
Weight	59 kg / 130 lb	
Dimensions	360 x 1010 x 620 mm / 14.2 x 39.8 x 24.4”	
Power Source	From BK5030	

BK5030 System Set Size Guide

Paper weight					
Bond	**Offset**	**Cover**	**Tag**	**Index**	**Gsm**
20	50	28	46	42	80
24	60	33	56	50	90
28	70	39	64	58	100
29	73	40	62	60	110
31	81	45	73	66	120
35	90	48	80	74	130
36	90	50	82	75	140
39	100	54	90	81	150
43	110	60	100	90	160
44	110	61	102	92	170
47	120	65	108	97	180
					190
53	135	74	122	110	200
54	137	75	125	113	210
58	146	80	134	120	220
					230
65	165	90	150	135	240
67	170	93	156	140	250
					260
72	183	100	166	150	270
76	192	105	175	158	280
					290
					300

Paper size											
<A3 (small sizes)						>A3 (large sizes)					
Grain direction						Grain direction					
Short			Long			Short			Long		
Area coverage			Area coverage			Area coverage			Area coverage		
Low	High	Full	Low	High	Full	Low	High	Full	Low	High	Full
30	25	22	27	22	20	27	22	20	24	17	14
26	23	21	24	20	18	24	20	18	21	17	14
24	21	19	21	19	17	21	19	17	19	16	14
17	17	17	17	17	16	17	17	16	17	16	13
17	17	17	17	16	15	17	16	15	15	15	13
17	17	16	16	15	14	16	15	14	14	13	12
17	16	14	15	14	13	15	14	13	13	12	11
15	15	13	14	13	12	14	13	12	12	11	10
12	12	12	12	12	11	12	12	11	11	11	9
12	12	12	12	11	10	12	11	10	10	10	9
12	12	11	11	10	10	11	10	10	10	9	8
12	11	10	10	10	9	10	10	9	9	9	8
11	10	10	10	9	8	10	9	8	9	8	7
10	10	9	9	9	8	9	9	8	8	8	7
9	9	9	9	8	8	9	8	8	8	7	6
9	9	8	8	8	7	8	8	7	7	7	6
9	8	8	8	7	7	8	7	7	7	7	6
8	8	7	7	7	6	7	7	6	7	6	5
6	6	6	6	6	6	6	6	6	6	6	5
6	6	6	6	6	6	6	6	6	6	6	5
6	6	6	6	6	5	6	6	6	6	5	5
6	6	5	5	5	4	6	6	5	5	5	4
6	5	4	5	4	4	6	5	4	5	4	4

Note

1. For cover jobs , deduct 2 sheets
2. Paper size: large = A3> , Small = <A3
3. Area coverage: Low = text only, High = Pictures, Full = Maximum coverage
4. For jobs with multiple sheets of 200 gsm or higher paper weight the BF5030 module is recommended for an acceptable output

Manufacturer:..... **PLOCKMATIC International AB**
Product description: ..... **Booklet Maker System**

Model/Type number(s):	**F102-004**	**F103-006**	**F104-004**	**F105-007**
Brand name	BK5030	BT5030	CF5030	BF5030
Module description	Booklet Maker	Trimmer	Cover Feeder	Square Fold Module
Accessories	404461 Staple Cartridge 404457 Rail Unit			

The described product(s) conform(s) to the requirements of the following EU Directives:

Low Voltage Directive (LVD) ..... 2006/95/EC as amended
EMC Directive ..... 2004/108/EC as amended
RoHS Directive 2002/95/EC
WEEE Directive 2002/96/EC
First Year of CE-Marking..... 2011

Conformity of the product(s) with the requirements of EU and other directives is established through full compliance with the following standards.

Certifications	**Description**	**Certification Body**
IEC 60950-1:2005, 2nd Edition EN 60950-1:2006 + A11:2009 UL 60950-1, 2nd Edition, 2007-03-27 CSA C22.2 No. 60950-1-07, 2nd Edition, 2007-03	Information Technology Equipment Safety – Part 1: General Requirements	UL (Underwriters Laboratories, Inc.)
EN 55022:2006 + A1:2007, Class A EN 61000-3-2:2006 EN 61000-3-3:2008 FCC Part 15 (2009) Subpart B, Class A ICES-003 Issue 4, Class B	EMC – emission	Intertek ETL SEMKO
EN 55024:1998 + A1:2001 + A2:2003	EMC – immunity	Intertek ETL SEMKO
EN 62311:2008	Assessment of electronic and electrical equipment related to human exposure restrictions for electromagnetic fields (0 Hz - 300 GHz)	Intertek ETL SEMKO

As manufacturer established within the EU, we declare under our sole responsibility that the equipment follows the provisions of Directives stated above.

Name:

Bengt Olenfalk
Quality & Compliance Manager

Date: See top of page

Page intentionally blank.

INDEX

A

Access to machine 53
Air Separation 31
Auto shrink 35

B

Docking the Booklet Maker 21
Undocking the Booklet Maker 22
Basics 21
Begin On-line Production 34
Best practice for the BK5030 system 56
BK5030 System Set Size Guide 60
Book Folder 17
 cleaning feed belts 54
 fault codes 49
Book Fold unit 32
Booklet Maker 11
 fault codes 47
Booklets, making 27

C

Change staple cartridges 24
Changing settings 27
Check stapler 24
Clearing Misfeed(s) 39
Control Panel 19
Cover Feeder 14
 fault codes 47,?48
Covers
 loading 25
Custom paper size 28

D

Declaration of conformity 61
Do's And Don'ts 51
Docking 21
Double Sheet Detection 31

F

Fault codes 45
 Book Folder 49
 Booklet Maker 47
 Cover Feeder 47,?48
 general 46
 Trimmer 49
Fold position 29

G

General fault codes 46
Guide To Components 11

H

How to read this manual 3

I

Introduction 3

J

The Jobs screen 19
Jobs 37
 storing & deleting 37

L

Language 36
Limitations in the BK5030 system 55
Loading covers 25

M

Turning On / Off the Main Power 23
Machine
 environment 52
 specifications 57
Machine environment 52
Maintaining Your Machines 54
Making Booklets 27
Misfeed(s)
 clearing 39

O

On-line/Off-line 33
Options 14

P

The Please wait screen 20
The Processing screen 20
Turning On / Off the Main Power 23
Paper Size
 setting 27
Paper size
 custom 28
Power connection 52

R

REMARKS 51

S

Safety Information 4
Saving a Job 37
Service access 36
Setting Paper Size 27
Settings, changing 27
Sheet feeder 36
Software version 36
Specification 57
Stacker full detection 35
Staple position 29
Stapling
 on / off 28
Stored jobs 38
System Set Size Guide 60

T

Turning On / Off the Main Power 23
Table of Contents 7
The Jobs screen 19
The Ready screen 19
Tools 19,?35
Trim
 on / off 31
Trim bin
 emptying 26
Trimmer 15
Trimmer fault codes 49
Troubleshooting 45
Turning Off the Main Power 23
Turning On the Main Power 23

U

Undocking 21
Units 35

W

What You Can Do with This Machine 9
Where to put Your Machine 52