

FORMAX[®]

FD 574
Tabletop Cut-Sheet Cutter

Introduction

Thank you for purchasing the Cut Sheet Cutter FD 574.

To ensure safe and efficient prolonged use of this machine, read and thoroughly understand this manual before using the machine.

After using this manual, be sure to keep it in a handy place to reference.

Symbols in this manual

IMPORTANT : Introduces instructions for correct operation and maintenance of the machine. If these instructions are ignored, the machine may not be able to operate at optimum performance or may break down.

NOTE : Introduces restrictions for correct operation of the machine.

REFERENCE : Introduces information that is useful for operation and maintenance of the machine, or information about the machine's performance, etc.

(→ P.00 "xxx") : Indicates the page number and item containing related information.

PLEASE NOTE

In the interests of upgrading our product, specifications and other data given in this manual are subject to change without notice. If the manual contains anything that you do not understand, contact the distributor or dealer for clarification.

Notes on Safety (Please Read and Observe)

Safety Precautions

Various symbols and pictures are used in this manual and on the labels affixed to the machine. These symbols and pictures provide warnings and instructions to prevent danger to you or other personnel, and to prevent damage to office property.

The meanings of these symbols and pictures are explained below.

WARNING

Indicates a high degree of potential danger. If the warning is ignored, death or serious injury may result.

CAUTION

Indicates a medium degree of potential danger. If the caution is ignored, medium injury or damage to property may result.

<Examples of Pictorial Symbols>








⊘ A circle with a line through it indicates a prohibited action. The particular act prohibited is indicated by a picture inside the circle. (In the example shown here, the prohibited act is disassembly.)



● A black disc indicates an instruction, or sometimes a prohibited action. The instruction itself is indicated by pictorial symbols drawn in white on the disc. (In the example shown here, the instruction is 'Remove the plug from the outlet'.)

● Precautions for Use

 WARNING	
	<ul style="list-style-type: none">● If the machine is used after foreign matter (metal fragments, water, or liquid) has entered the machine, this may result in fire or electric shock. → Turn the power switch OFF, and then remove the power plug from the outlet. Contact the sales distributor.
	<ul style="list-style-type: none">● If the machine is used after heat, smoke, strange smell, or other abnormality is detected, this may result in fire or electric shock. → Turn the power switch OFF, and then remove the power plug from the outlet. Contact the sales distributor.
	<ul style="list-style-type: none">● Do not insert or drop metal, flammable material, or other matter through the ventilation holes into the machine interior. → Doing so may result in fire or electric shock.
	<ul style="list-style-type: none">● Do not place flower vases, flowerpots, cups, or water containers (including metal containers) on top of the machine. → Fire or electric shock may result if liquid spills inside the machine.

• Caution for Grounding

WARNING



- Use only the power cord that is provided among the accessories.
Insert the power cord plug firmly into the socket, so that proper electrical contact is effected.
Use of any other power cord could result in imperfect grounding.
If grounding is imperfect and electrical leakage occurs, fire or electric shock could result.

• Caution for Power Supply and Power Cord

WARNING



- Do not use a source voltage other than that specified.
Do not connect two or more loads to a single outlet.
→Doing so may result in fire or electric shock.



- Be sure to remove dust on the power plug and/or the outlet.
Using these without removing dust may have minute electric current flow to the surface due to the humidity and cause a fire due to the heat.
→It may cause a fire or electric shock.



- Do not insert or remove the power plug with wet hands.
→Doing so may result in fire or electric shock.



- Do not damage, break, or modify the power cord.
Do not place heavy objects on, tug, or unnecessarily bend the power cord.
→ Doing so may result in fire or electric shock.

CAUTION



- Remove the power plug itself, not the cord.
→Tugging the cord may damage it (expose conductors, or cause disconnections, etc.), resulting in fire or electric shock.

• Prohibition of Disassembly or Modification

WARNING



- Do not modify the machine.
→Doing so may result in fire or electric shock.



- Do not remove the rear lid, cabinet, or covers from the machine.
→The inside of the machine contains high-voltage parts, which may cause electric shock.

• Caution for Location

WARNING



- Do not place the machine in a humid or dusty area.
→Doing so may result in fire or electric shock.

CAUTION



- Before moving the machine, remove the power plug from the outlet.
→ If the cord is damaged, this may result in fire or electric shock.



- Do not place the machine in an unstable position such as on an unsteady table or sloping area.
→If the machine drops or falls over, it may result in injury.



- Do not place the machine in a place subject to direct sunlight or heating equipment such as a stove.
- Avoid placing the machine in a place subject to high or low temperature or high humidity.
→The paper absorbs moisture and it may cause paper jam or creasing.



- Leave the power cord unplugged when the machine is not used for a long period.
→Insulation may deteriorate and cause an electrical fire.

• Caution for Cleaning

CAUTION



- Before cleaning the machine, turn off the power switch and unplug the power cord.
→If the machine is activated accidentally, injury may result.



- Do not use flammable sprays or solvents inside or near the machine.
→Gas may accumulate inside the machine causing a fire or explosion.

• Preventing Injury to Hands or Fingers

WARNING



- The center slitter contains uncovered blades. Keep your hands or fingers off inside those.





- Use tweezers or a similar tool to remove jammed paper.
Before removing jammed paper, be sure to unplug the power cord in order to prevent an electric shock.

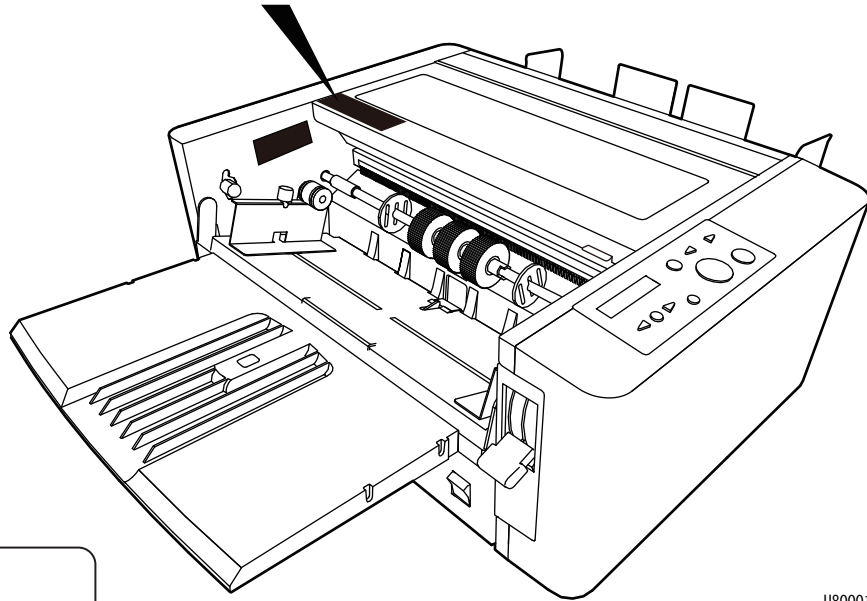
Locations of Warning Labels

Keep the WARNING and CAUTION labels clean at all times.
If labels become damaged or come off, contact our service personnel.



<Paper infeed side>

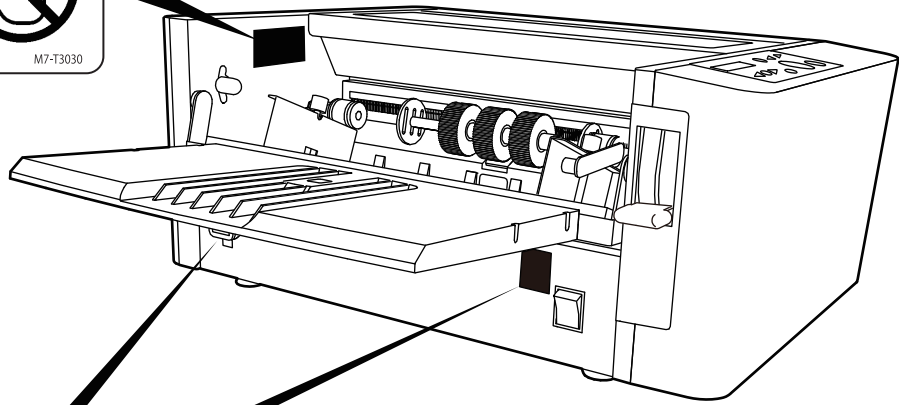
1.

	<ul style="list-style-type: none">● Cutters and movable parts are inside this cover.● Before opening the cover to work, unplug the power cord.● Use caution when working near cutters and movable parts.	 J4-Y4040
---	--	---



2.


<p>DO NOT put hands inside machine while it is operating.</p>
<p>Hands could get caught up or crushed.</p>
 M7-T3030



U80001

3.





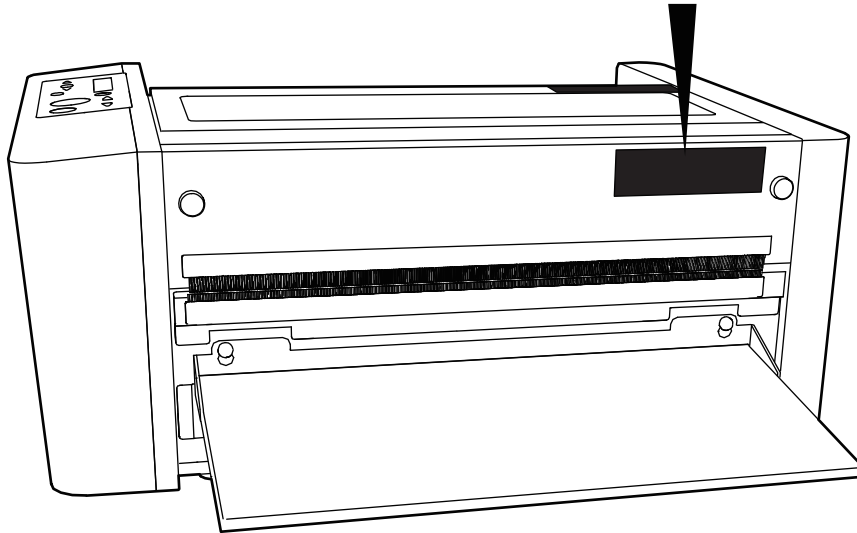
<p>Mind your fingers. They could be crushed.</p>
K9-T1390

U80002A

<Paper ejection side>

1.

	<p>CAUTION</p> <ul style="list-style-type: none"> ● Cutters and movable parts are inside this cover. ● Before opening the cover to work, unplug the power cord. ● Use caution when working near cutters and movable parts. 	 <p>J4-Y4040</p>
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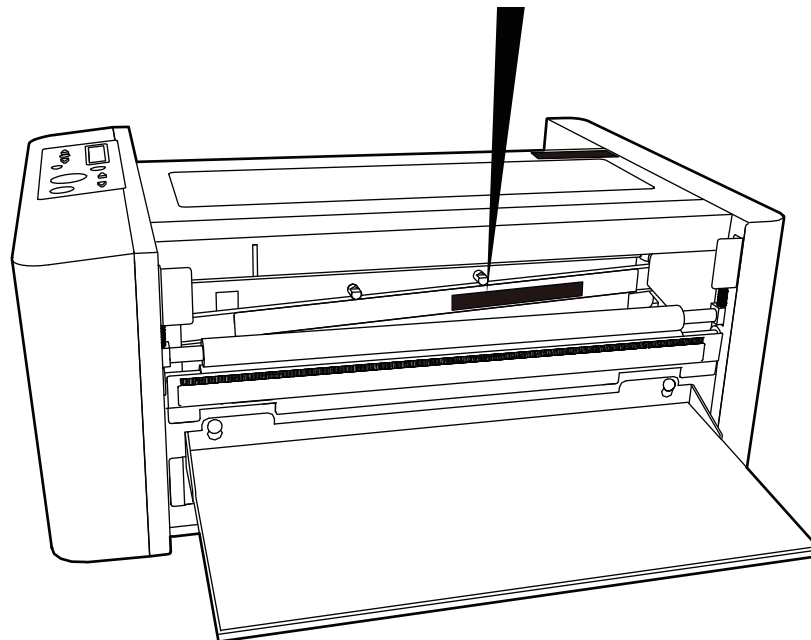


U80003

<Paper ejection side
(without rear cover)>

4.

		<p>Do not touch blade!</p>
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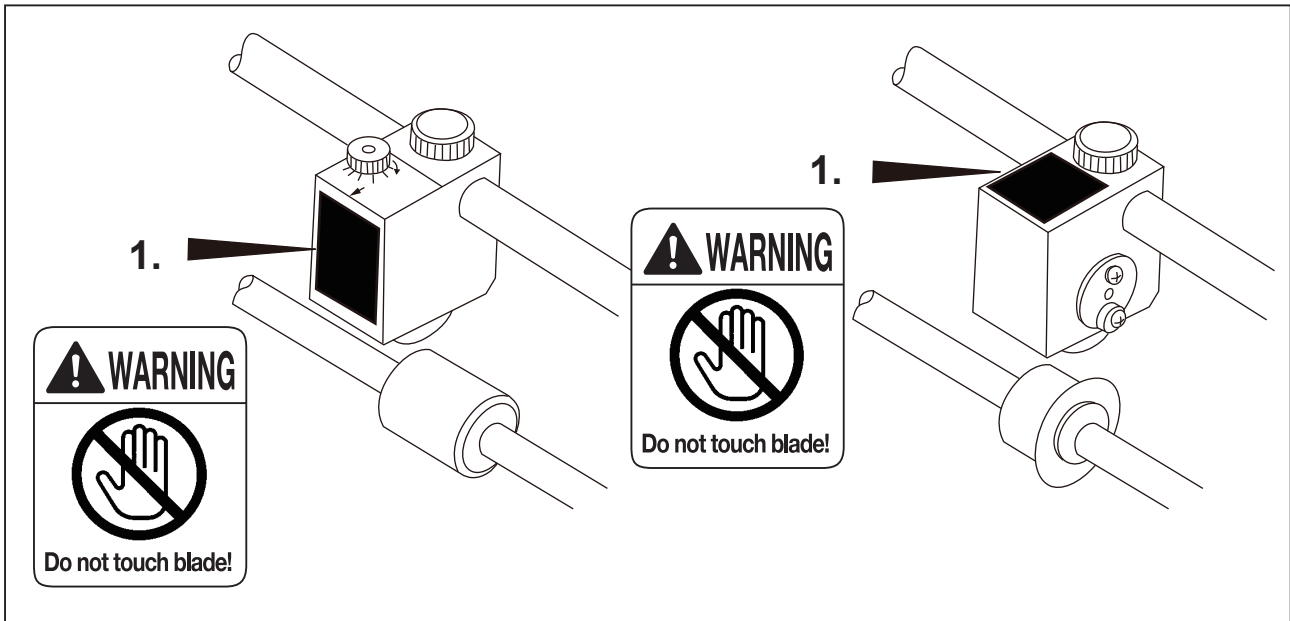
U80004

No.	Part No.	Name	Q'ty
1.	J4-Y4040	CAUTION LABEL	2
2.	M7-T3030	WARNING LABEL	1
3.	K9-T1390	WARNING LABEL	2
4.	L8-T1070	WARNING LABEL	1

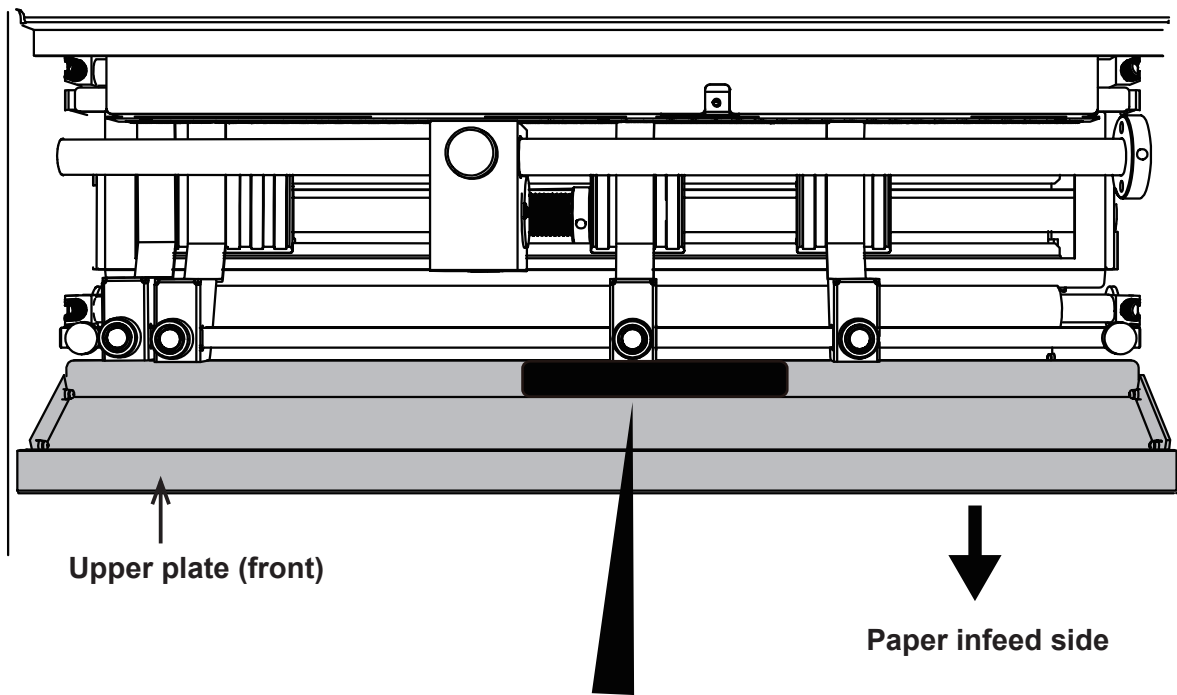
<Options>

Perforator (standard/micro) unit

Center slitter unit



Open the top cover.



U82313



No.	Part No.	Name	Q'ty
1.	J4-Y4050	WARNING LABEL	1
2.	L8-T1070	WARNING LABEL	1

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Chapter 1

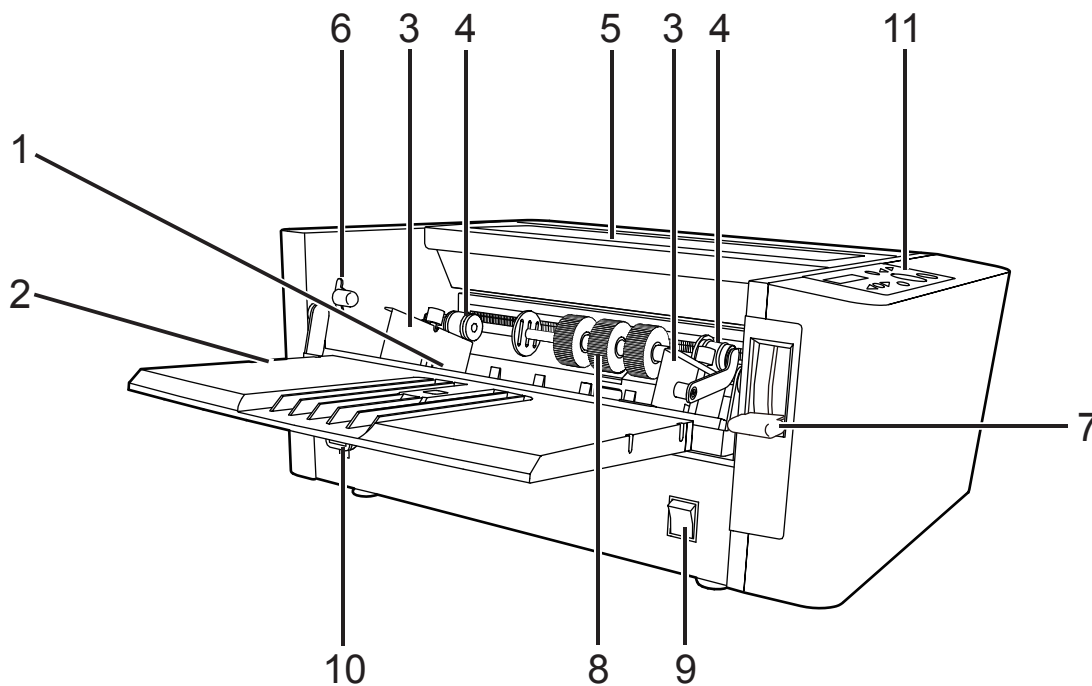
Before Using This Machine

This chapter contains essential information such as the names of the machine parts, the names and functions of keys on the control panel, and the acceptable paper etc. Please be sure to read this chapter carefully before using the machine.

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Part Names and Their Functions

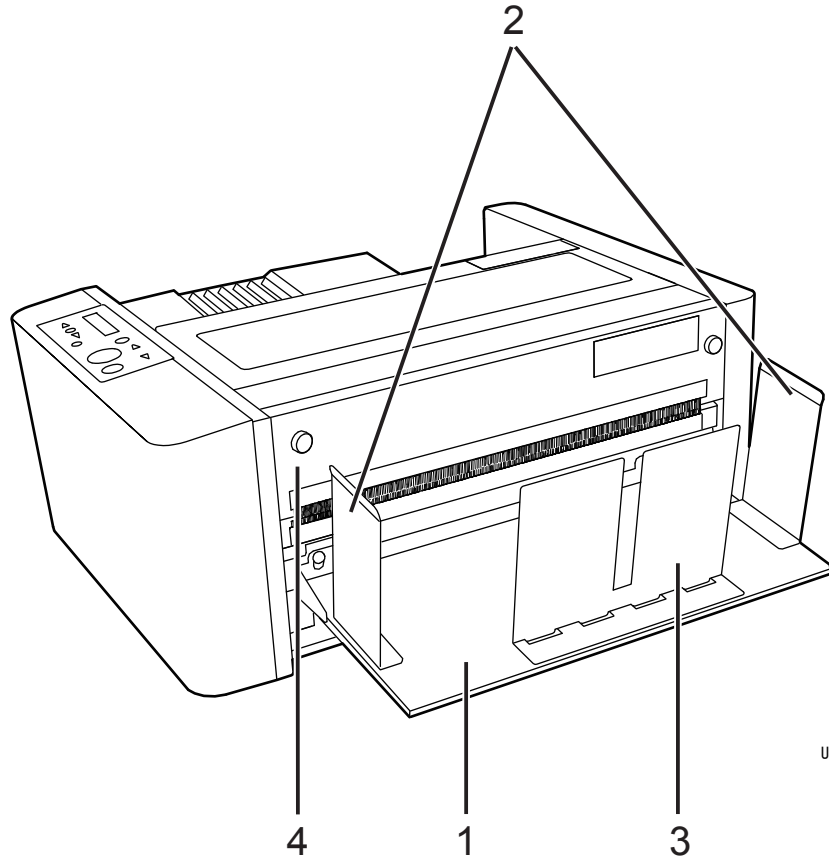
Appearance (Paper Infeed Side)



U80002

No.	Name	Function
1	Feed tray	Load paper on this tray.
2	Support tray	Open this tray when loading the paper. Close the tray when not used.
3	Paper feed guides	Set the position of these guides according to the width of the paper.
4	Curl stopper roller	Use this to hold down the paper curl.
5	Top cover	Open this cover when aligning the paper retaining plates, removing jammed paper or aligning such optional equipment as the perforator or the center slitter. The machine cannot operate with this cover opened.
6	Feed pressure lever	Adjusts paper feed pressure according to paper thickness. Usually set this lever to "NORMAL PAPER".
7	Paper set lever	Lower this lever before loading the paper on the feed tray. After setting the paper properly, lift this lever for operation.
8	Paper feed roller unit	Feeds the paper into the machine.
9	Power switch	Press the " I " side of the switch to turn on the power . Press the " O " side of the switch to turn off the power.
10	Inlet	Insert the female plug of the supplied power cord into this inlet.
11	Control panel	Use the keys on this panel to operate the machine.

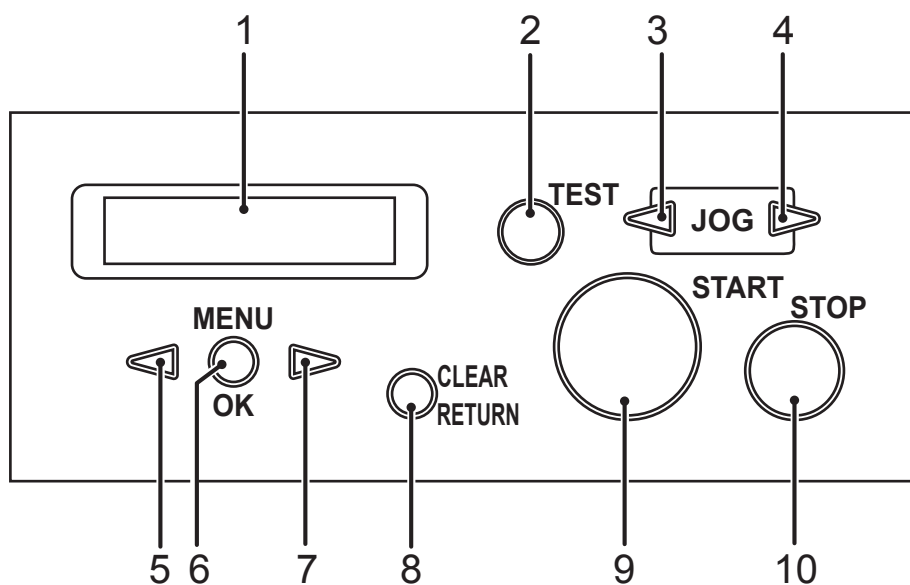
Appearance (Paper Ejection Side)







U80004B

No.	Name	Function
1	Stacker	Receives the ejected paper.
2	Ejection guide	Set these guides according to the width of the paper.
3	Paper stopper	Set this stopper according to the length of the paper.
4	Rear cover	Open this cover to remove any paper jammed in the cutter unit. The machine cannot operate with this cover opened.

Control Panel



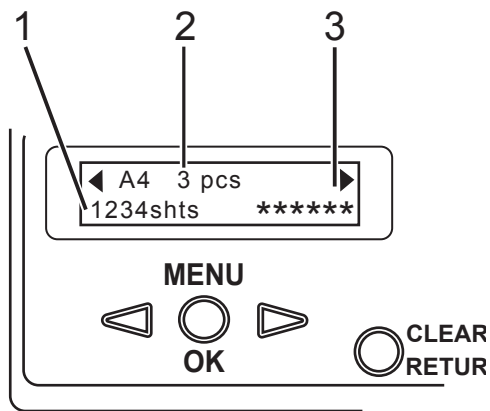
U80005E

No.	Name	Function
1	LCD panel	Displays various messages.
2	TEST key	Performs proof feed. (one sheet)
3	 JOG REVERSE key	The paper is fed backward slowly while this key is pressed.
4	 JOG FORWARD key	The paper is fed forward slowly while this key is pressed.
5	 MENU LEFT key	When selecting menu, pressing this key selects leftward item displayed on the LCD. When setting number, it decrements the number.
6	MENU/OK key	Displays the menu selection screen. Determines the selected setting.
7	 MENU RIGHT key	When selecting mode, pressing this key selects rightward item displayed on the LCD. When setting number, it increments the number.
8	CLEAR/RETURN key	Press to cancel selection or to clear the number.
9	START key	Press to start operation. * This key is inactive when an error is displayed.
10	STOP key	Press to stop operation. Press to return the display to the standby screen. While this key is pressed, the LCD panel displays the counter. While this key is pressed with an optional unit connected, the machine performs the optional operation.

LCD Panel

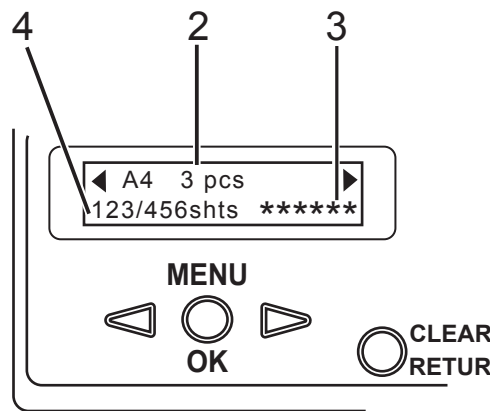
•Standby Screen

<Display without Preset Counter>



U80000mE

<Display with Preset Counter>



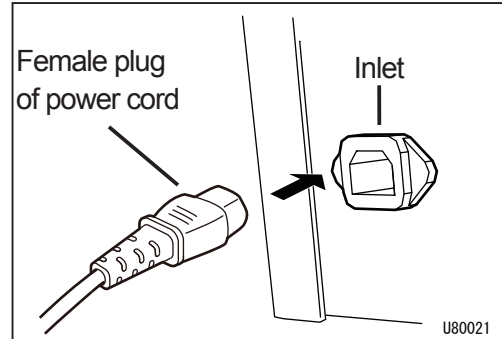
U80000mE

No.	Name	Function
1	Counter	Displays the current number of sheets that have been processed.
2	Processing mode	Displays the current processing mode.
3	Settings	Displays the current function settings.
4	Counter	Displays the current number of sheets that have been processed and the number of sheets that is set by the Preset Counter.

Turning Power ON/OFF

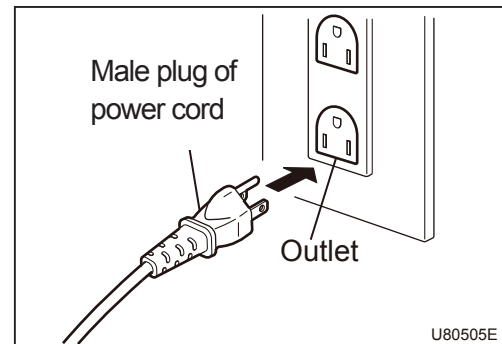
Turning Power ON

- 1 Insert the female plug of the power cord supplied into the 'inlet' on the paper infeed side of the machine.

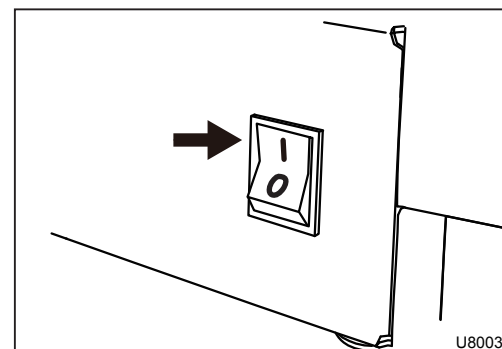


- 2 Insert the male plug of the power cord into the outlet (three-slot).

WARNING
<ul style="list-style-type: none">• Insert the power cord plug securely into an outlet, so that proper electrical contact is effected. If grounding is imperfect and electrical leakage occurs, fire or electric shock could result.

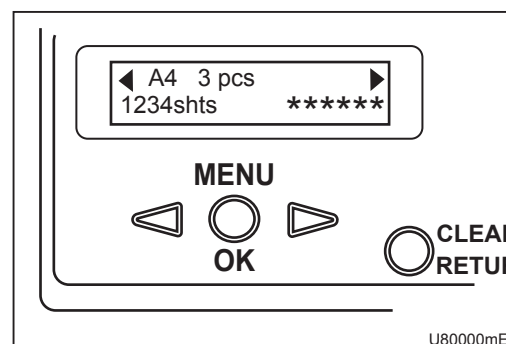


- 3 Press the 'I' side on the power switch to turn the power ON.



- 4 When the power is turned ON, the LCD panel displays the screen that appeared when the power was last turned ON.

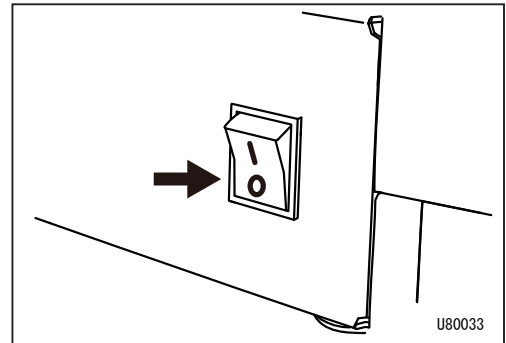
Make sure that the LCD panel displays the standby screen.



Turning Power OFF

- 1 Press the 'O' side on the power switch to turn the power OFF.

The power to the machine turns off and the panel display disappears.



1

Before Using This Machine

Acceptable Paper

Paper size

Length : 110 - 420 mm (4.334 - 17 inches)

Width : 106 - 364 mm (4.1764 - 14.3416 inches)

Paper weight

58-157 gsm (50 - 135 kg)

Feed tray capacity

500 sheets (paper weight : 55 kg/64 gsm, bond paper)

Capacity varies depending on paper alignment or curl.

NOTE

The following types of paper cannot be used.

- * Paper with file-binding holes
- * Paper with staples and/or clips attached
- * Paper with markedly curling ends/sides, or folds
- * Carbon-backed paper
- * Paper with smaller pieces of glued paper
- * Paper with glue or adhesive applied to sticker or label and so on.

Chapter 2

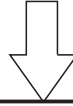
Basic Operation

This chapter describes basic operations from preparation before use until taking out the cut paper.

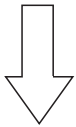
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Procedure for Using the Machine

Preparation Before Use.....Setting the Support Tray (→ P.13)
Loading the Paper (→ P.13)
Adjusting Feed Pressure according to Paper Thickness (→ P.15)
Aligning the Paper Retaining Plates (→ P.16)



Turning Power ON.....Turning Power ON/OFF (→ P.6)
(When you install the options, perform the setting.)

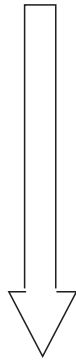
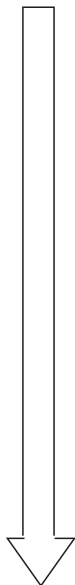
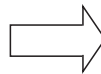


Selecting Direct Processing (→ P.11, P.18)
Select from among processing mode displayed on the LCD panel.

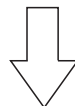


Select from the menu
Standard JOB (→ P.19)
Custom JOB (→ P.24)
Auto Cut (→ P.31)
Function Settings (→ P.36)

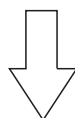
Function Settings
1. Double Feed Detection (→ P.37)
2. Slitter/Perforation (→ P.38)
3. Preset Counter (→ P.39)
4. Speed (→ P.40)
5. Downstream Unit (→ P.41)
6. Cut Position Adjustment (→ P.42)
7. JOB Display (→ P.43)
8. Auto Power Off (→ P.45)
9. Exit (→ P.46)



Operation starts.



Operation finishes.

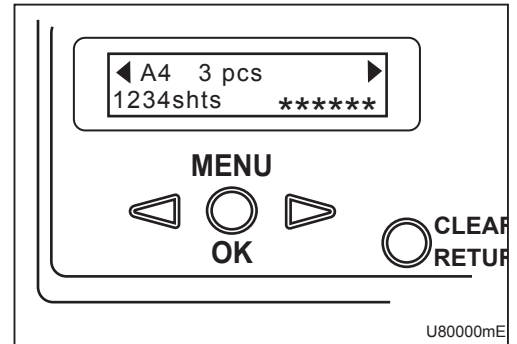


Taking Out the Cut Paper (→ P.22)

About Display Screens

Standby Screen

- When the power is turned ON, the LCD panel displays the screen that appeared when the power was last turned ON.

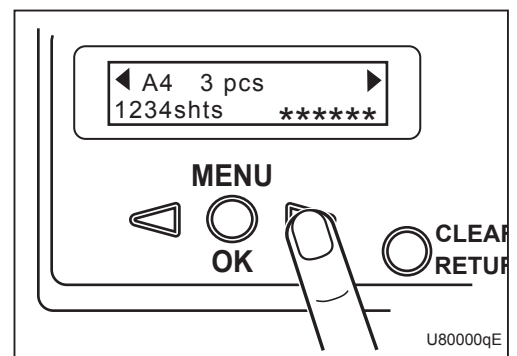


- **Selecting Direct Processing**

Each time you press the MENU LEFT key or MENU RIGHT key, the LCD panel sequentially displays the processing mode previously used.

Display the processing mode that you want to use and press the START key. Operation starts.

If you press the TEST key, proof feed (one sheet) is performed.

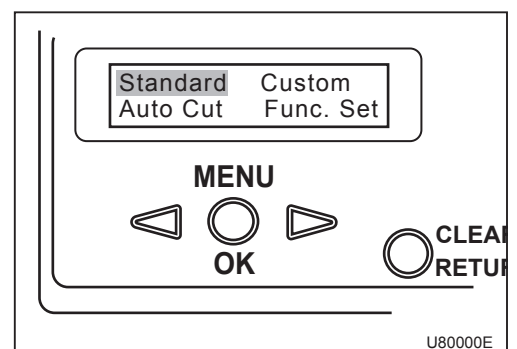


Menu Selection Screen

When the standby screen is displayed, press the MENU/OK key. The menu selection screen appears.

Press the MENU LEFT key or MENU RIGHT key to select menu (Standard, Custom, Auto Cut, Func. Set) and press the MENU/OK key.

If you press the CLEAR/RETURN key or STOP key when the menu selection screen appears, the display returns to the standby screen.



Function Setting Screen

When the menu selection screen is displayed, select 'Func. Set' and press the MENU/OK key. The function setting screen appears.

Each time you press the  MENU RIGHT key, the following function settings appear in order.

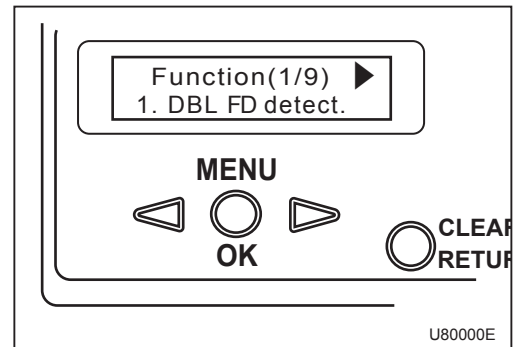
1. DBL FD detect. (Double feed detection)
2. SLT/PER (Slitter/Perforation)
3. Preset counter
4. Speed
5. Downstream unit
6. Cut pos. adj. (Cut position adjustment)
7. JOB display
8. Auto power off
9. Exit (Returns to the menu selection screen)

Each time you press the  MENU LEFT key, the above function settings appear in reverse order.

Display the function setting that you want to use and press the MENU/OK key.

If you press the CLEAR/RETURN key when the function setting screen is displayed, the display returns to the menu selection screen.

If you press the STOP key when the function setting screen is displayed, the display returns to the standby screen.

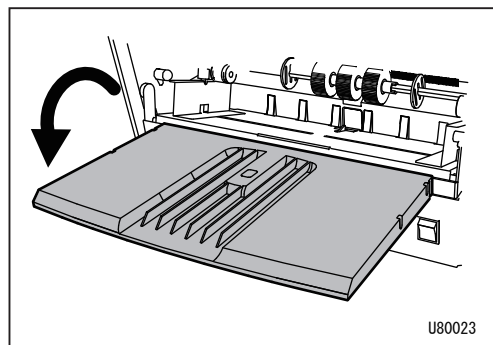


Preparation Before Use

The following describes preparation before use.

Setting the Support Tray

- 1 Open the support tray.

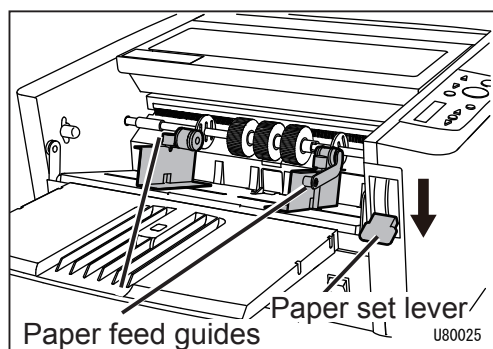


2

Basic Operation

Loading the Paper

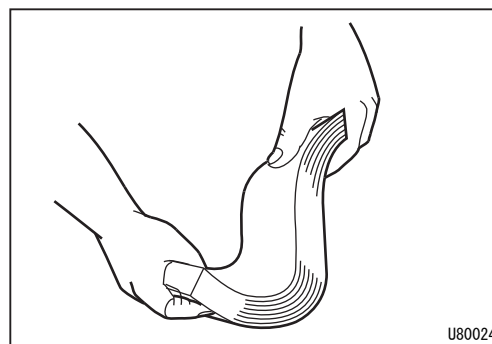
- 1 Lower the paper set lever.
Loosen the fixing screws of the paper feed guides to move the paper feed guides to each side.



- 2 Take a stack of paper, flip through it to loosen up sheets, and straighten up the edges of the stack on a level surface.

IMPORTANT

Be sure to loosen up the paper sheets before loading the stack on the tray. Otherwise, paper feed errors or jams may occur.



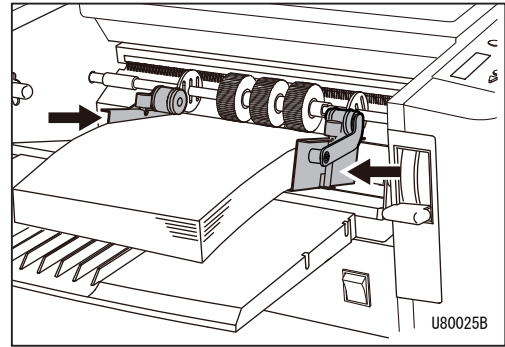
Preparation Before Use

- 3** Load the paper on the feed tray.

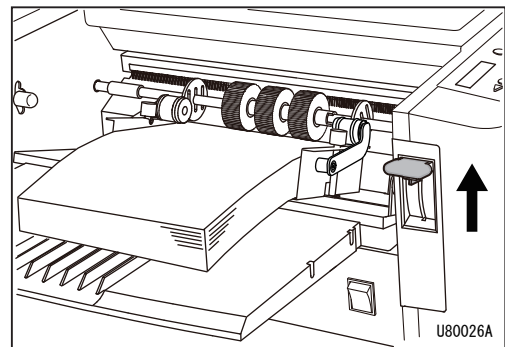
Position the paper feed guides according to the paper width and secure with the fixing screws.

IMPORTANT

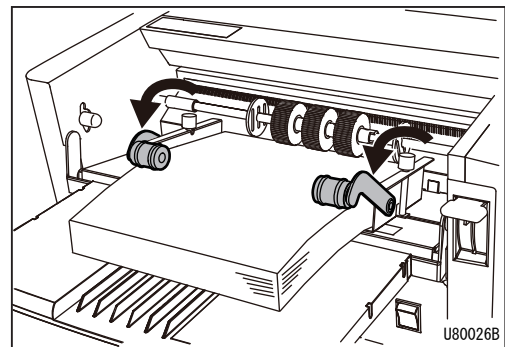
Position the paper approximately in the middle of the feed tray. Otherwise, the paper may not be fed in a straight line, resulting in paper feed errors or jams.



- 4** Raise the paper set lever.



- 5** Put down the curl stopper rollers on the paper.



Adjusting Feed Pressure according to Paper Thickness

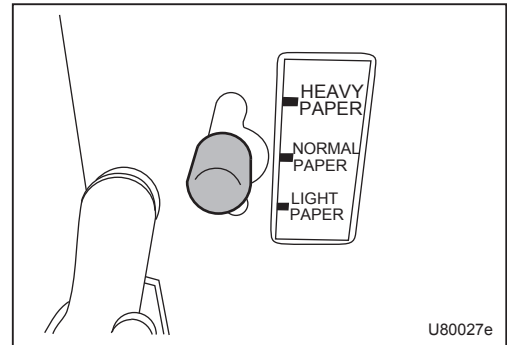
Set the feed pressure lever according to the paper thickness. The 'NORMAL PAPER' position is the reference position.

- For thin paper: Set the feed pressure lever to the 'LIGHT PAPER' position.
- For thick paper: Set the feed pressure lever to the 'HEAVY PAPER' position.

IMPORTANT

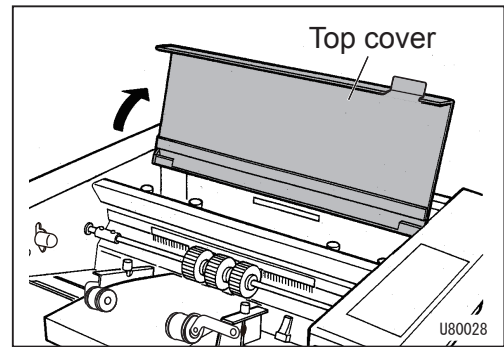
In the following cases, adjust the feed pressure according to the feeding condition of the paper.

- If two or more sheets of paper are fed at one time:
Set the lever to the 'LIGHT PAPER' position, or lower the lever one rank from the present position.
- If no paper is fed due to slips:
Set the lever to the 'HEAVY PAPER' position, or raise the lever one rank from the present position.



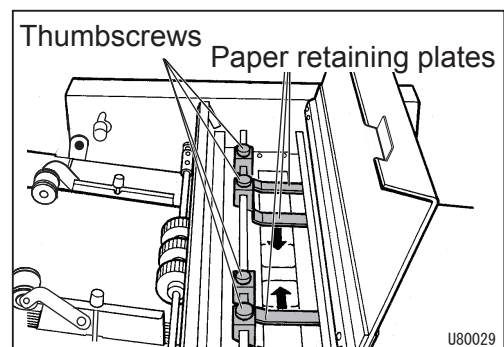
Aligning the Paper Retaining Plates

- 1 Open the top cover.

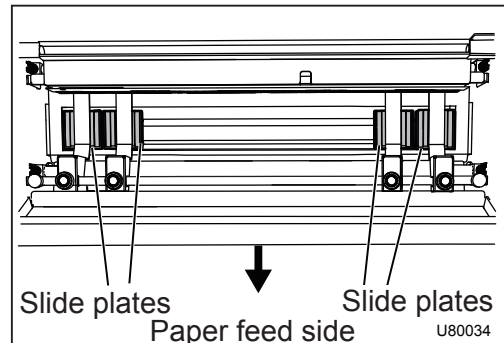


- 2 Loosen the four thumbscrews and move the paper retaining plates as shown below.

- Two outer plates: Move each of them to each end of the paper.
- Two inner plates: Move them so that they are evenly spaced between the outer plates.



Be sure to place the four slide plates under the paper retaining plates.

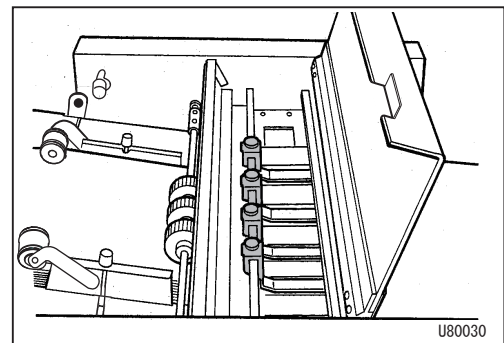


- 3 After positioning the plates, secure them with the thumbscrews.

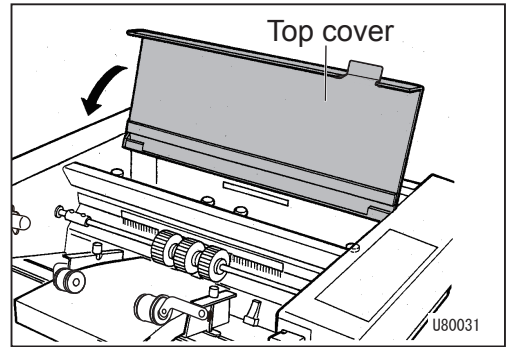
IMPORTANT

When using any of the following options, follow the instructions in chapter 5.

- Center slitter unit
- Perforator (standard/micro) unit



- 4 Close the top cover.



Basic Operation

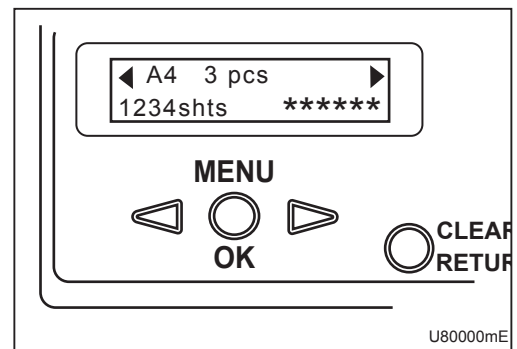
Menu Selection

- Direct Processing: → P.18
- Standard JOB: → P.19
- Custom JOB: → P.24
- Auto Cut: → P.31
- Function Settings: → P.36

Direct Processing

Processing modes previously used are displayed on the standby screen. You can use the displayed processing mode to easily perform processing without a new setting.

- 1 Make sure that the LCD panel displays the standby screen.



- 2 Each time you press the ◀ MENU LEFT key or ▶ MENU RIGHT key, the LCD panel sequentially displays the processing mode previously used.

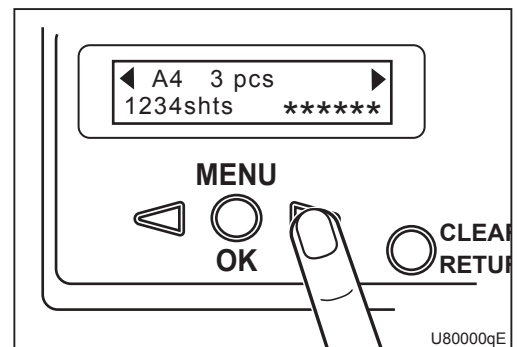
Display the processing mode that you want to use and press the START key to perform the processing. All the papers loaded on the feed tray are processed.

To stop the operation, press the STOP key.

If you press the TEST key, proof feed (one sheet) is performed.

REFERENCE

When you want to specify the number of sheets to process, refer to '3. Preset Counter' in chapter 4.



Standard JOB

You can select paper size and the number of pieces from the pre-programmed data.

- 1 Make sure that the LCD panel displays the standby screen.
(Right figure: Standby screen
The preset counter is not set.)

Press the MENU/OK key to display the menu selection screen.

REFERENCE

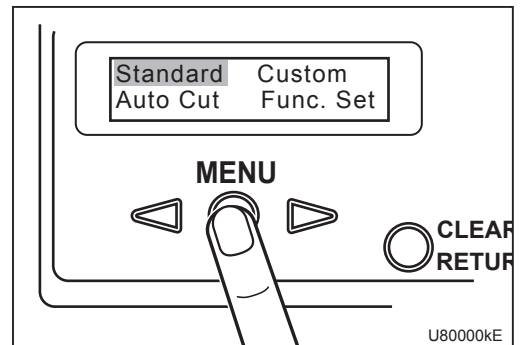
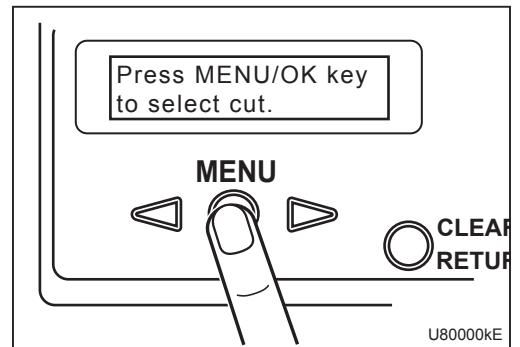
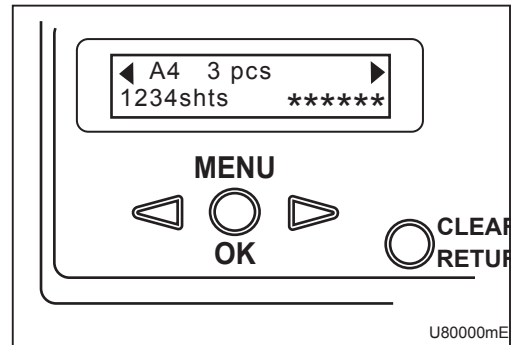
'Press MENU key to select cut.' appears only on the initial screen at the time when you first turn on the machine.

Press the MENU/OK key. Then follow step 2.

(Right figure: Initial screen (factory setting))

- 2 Press the ◀ MENU LEFT key or ▶ MENU RIGHT key to select 'Standard' and press the MENU/OK key.
(Right figure: Menu selection screen)

If you press the STOP key or CLEAR/RETURN key, the display returns to the standby screen.



Basic Operation

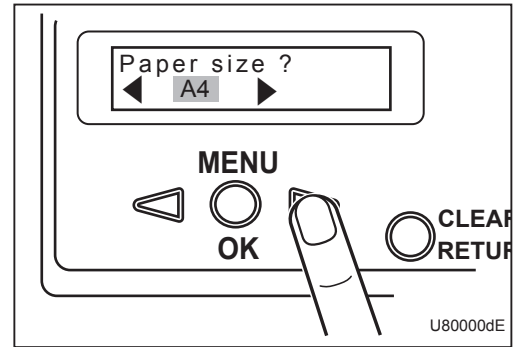
3 Select paper size.

You can select from among A3, A4, A5, B4, B5, 14 inches, 11 inches, and 8.5 inches.

Press the ◀ MENU LEFT key or ▶ MENU RIGHT key to select paper size and press the MENU/OK key.

If you press the CLEAR/RETURN key, the display returns to the menu selection screen.

If you press the STOP key, the display returns to the standby screen.



4 Select paper orientation.

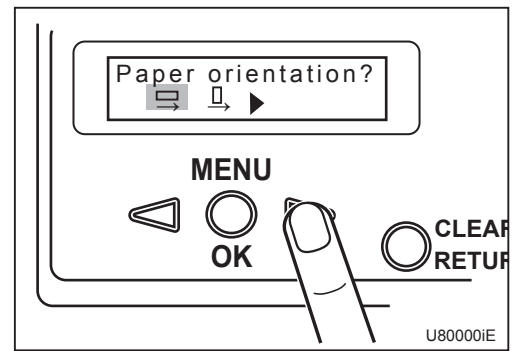
Press the ◀ MENU LEFT key or the ▶ MENU RIGHT key to select paper orientation and press the MENU/OK key.

If you press the CLEAR/RETURN key, the display returns to the previous screen in step 3.

If you press the STOP key, the display returns to the standby screen.

NOTE

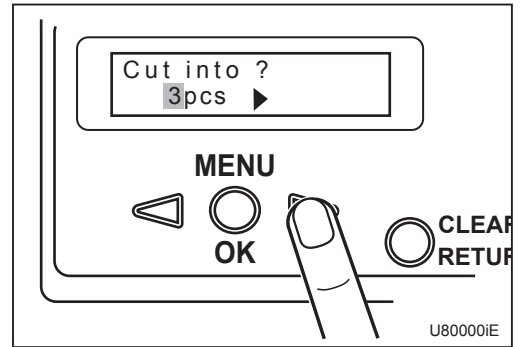
Paper orientation for A3 paper is '↔' only. You cannot select paper orientation for A3 size.



5 Select the number of pieces to be cut.

• Settable number of pieces

- No Cut
- A3 : 2 to 7 pcs.
- A4 : 2 to 5 pcs.
- A4R : 2 to 3 pcs.
- A5 : 2 to 3 pcs.
- A5R : 2 pcs.
- B4 : 2 to 6 pcs.
- B4R : 2 to 4 pcs.
- B5 : 2 to 4 pcs.
- B5R : 2 to 3 pcs.
- 14 inches : 2 to 6 pcs.
- 11 inches : 2 to 5 pcs.
- 8.5 inches : 2 to 4 pcs.



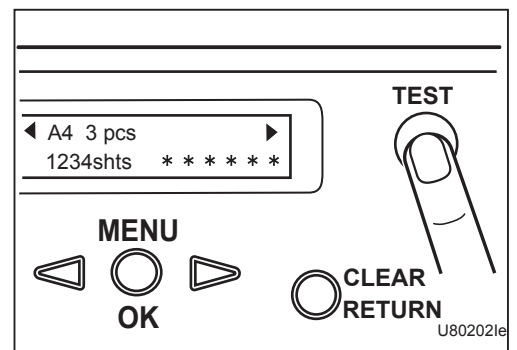
Press the MENU LEFT key or MENU RIGHT key to select the number of pieces and press the MENU/OK key.

If you press the CLEAR/RETURN key, the display returns to the previous screen in step **4**.

6 The setting that was just made appears on the LCD panel.

1. If you press the TEST key, proof feed (one sheet) is performed.
Check whether the sheet is correctly cut.

- To cut paper in custom dimensions, refer to '5 Saving' of 'Custom JOB' in chapter 3.
- To make a fine adjustment of cut position, refer to '6. Cut Position Adjustment' in chapter 4.



Basic Operation

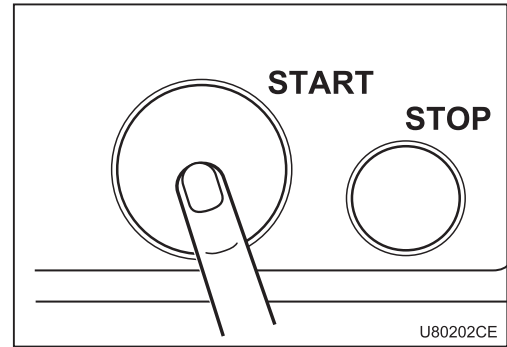
2. Press the START key to start operation.

All the papers loaded on the feed tray are processed.

To stop the operation, press the STOP key.

REFERENCE

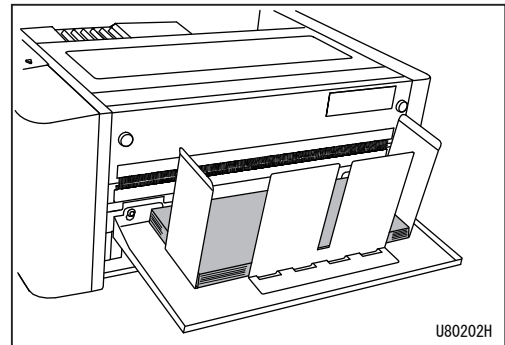
When you want to specify the number of sheets, refer to '3. Preset Counter' in chapter 4.



Taking Out the Cut Paper

Take out the cut papers from the stacker.

- **If the stacker becomes full during operation**
Press the STOP key to stop the operation and take out the cut papers from the stacker. Then press the START key to resume the operation.



Chapter 3

Menu Selection

This chapter describes the operation menu other than Standard JOB described in chapter 2.

.....

Custom JOB	24
Memory No. and JOB Details.....	30
Auto Cut	31

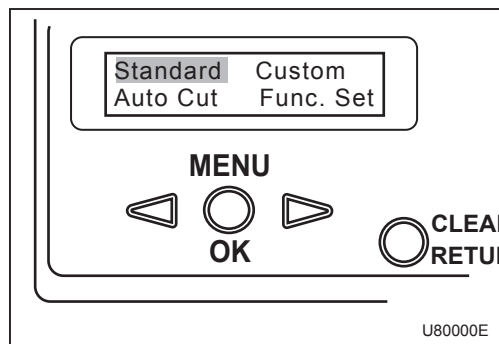
.....

Custom JOB

To cut paper in custom size other than the Standard JOB, save the paper size and cut size that you want to set, and retrieve the memory No.

- 1 When the standby screen is displayed, press the MENU/OK key to display the menu selection screen.

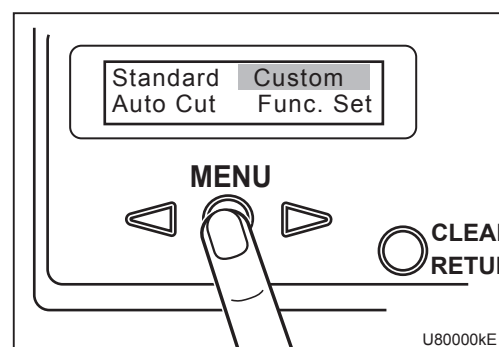
(Right figure: Menu selection screen)



- 2 Press the ◀ MENU LEFT key or ▶ MENU RIGHT key to select 'Custom' and press the MENU/OK key.

(Right figure: 'Custom' is selected.)

If you press the CLEAR/RETURN key or STOP key, the display returns to the standby screen.



- 3 Press the ◀ MENU LEFT key or ▶ MENU RIGHT key to select the processing mode and press the MENU/OK key.

RTRV: Retrieves saved custom JOB.

Go to step 4.

SAVE: Saves new custom JOB.

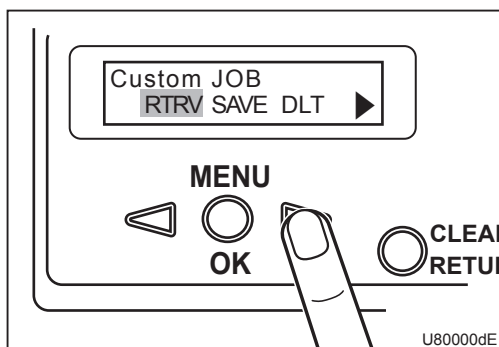
Go to step 5.

DLT: Deletes saved custom JOB.

Go to step 6.

If you press the CLEAR/RETURN key, the display returns to the menu selection screen.

If you press the STOP key, the display returns to the standby screen.

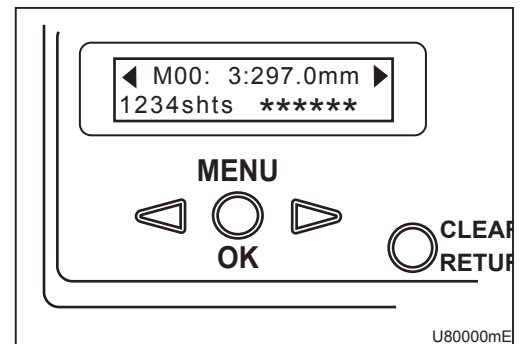
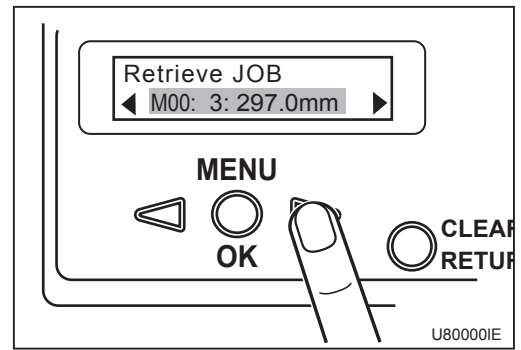


4 Retrieving

- Each time you press the ◀MENU LEFT key or ▶MENU RIGHT key, memory no., number of pieces, and paper length sequentially appear. Display the memory no. that you want to select and press the MENU/OK key. If no JOB is saved, 'Unsaved' appears.

If you press the CLEAR/RETURN key, the display returns to the previous screen in step 3. If you press the STOP key, the display returns to the standby screen.

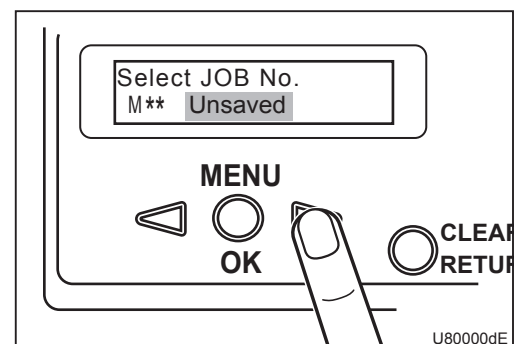
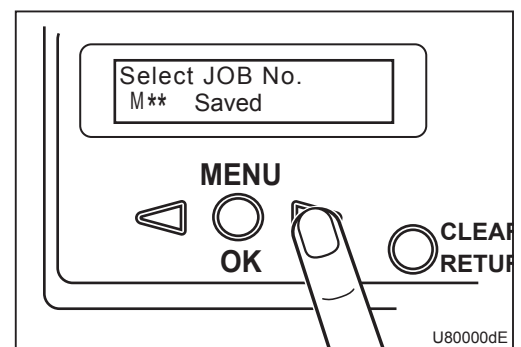
- The selected JOB appears. If you press the TEST key, proof feed (one sheet) is performed. If you press the START key, the operation starts.



5 Saving

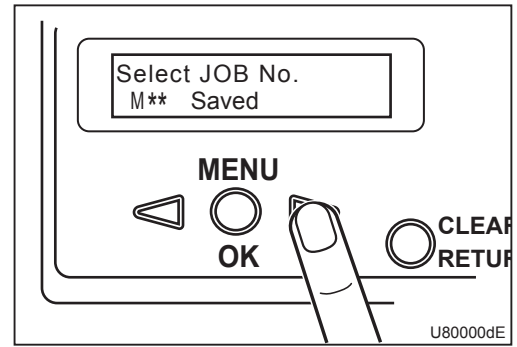
- Press the ◀MENU LEFT key or ▶MENU RIGHT key to select the memory no. to save and press the MENU/OK key. You can save up to 100 JOBS (M00 to M99).

- If no JOB is saved, 'M** Unsaved' appears.



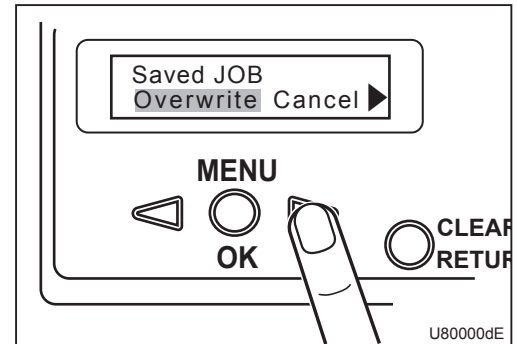
Custom JOB

3. When any data is already saved, 'M** Saved' appears.



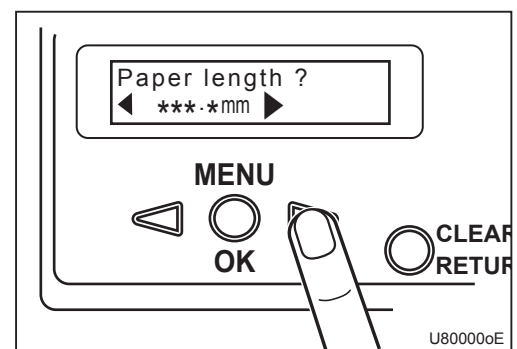
When you select a memory no. that is already saved, 'Saved JOB' appears.

To overwrite the data, press the ◀MENU LEFT key or ▶MENU RIGHT key to select 'Overwrite' and press the MENU/OK key.

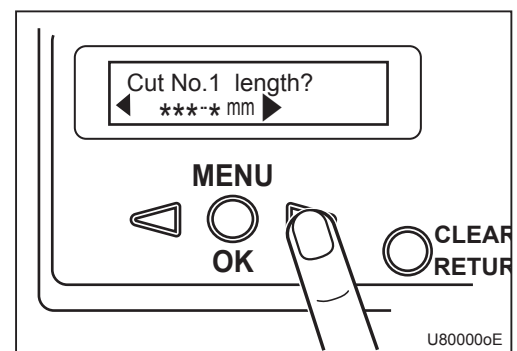


To save the data with different memory no., select 'Cancel' and press the MENU/OK key.

4. Press the ◀MENU LEFT key or ▶MENU RIGHT key to set the paper length (mm). Each time you press the ▶MENU RIGHT key, the value increases in increments of 0.1 mm. Each time you press the ◀MENU LEFT key, the value decreases in increments of 0.1 mm. You can set the value in the range of 110.0 to 420.0 mm. After setting is complete, press the MENU/OK key.



5. Press the ◀MENU LEFT key or ▶MENU RIGHT key to set the distance from the paper leading edge to the first cut position. After setting is complete, press the MENU/OK key.

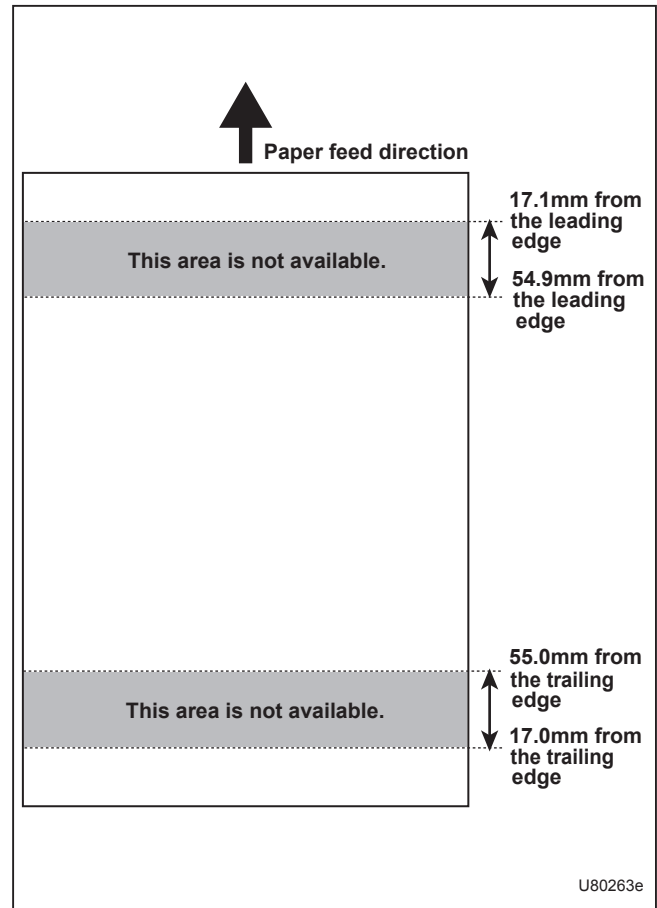


REFERENCE

You can set cut position in the range of '0.1 to (paper length-0.1 mm)' except for the following ranges.

Unavailable ranges:

- 17.1 to 54.9 mm from the leading edge of the paper
- 17.0 to 55.0 mm from the trailing edge of the paper



6. Press the MENU LEFT key or MENU RIGHT key to set the distance from the paper leading edge to the second cut position. After setting is complete, press the MENU/OK key.

REFERENCE

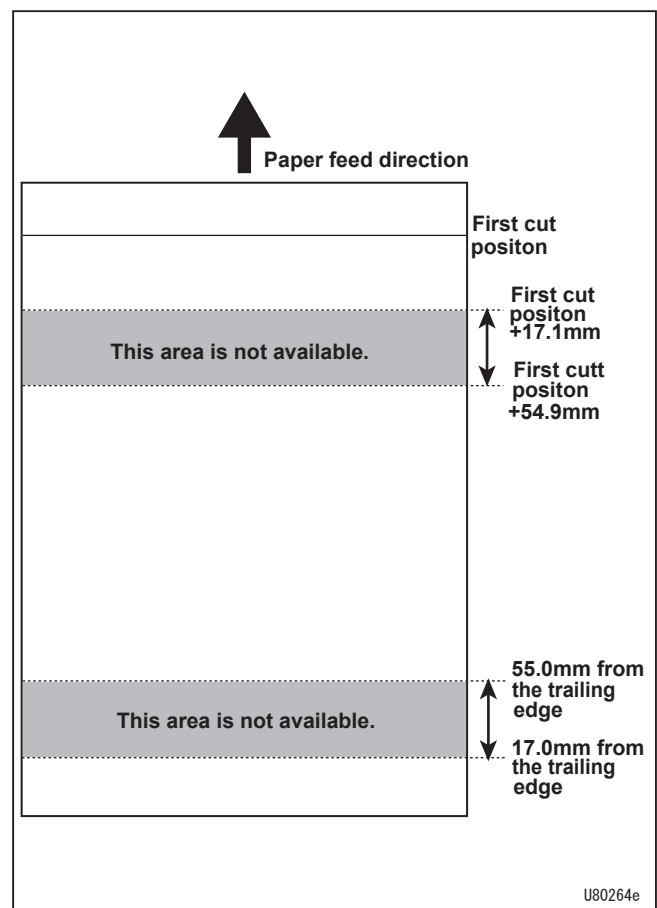
You can set cut position in the range of '(first cut position+0.1) to (paper length-0.1 mm)' except for the following ranges.

Unavailable ranges:

- (first cut position+17.1) to (first cut position +54.9 mm)
- * 17.0 to 55.0 mm from the trailing edge of the paper

REFERENCE

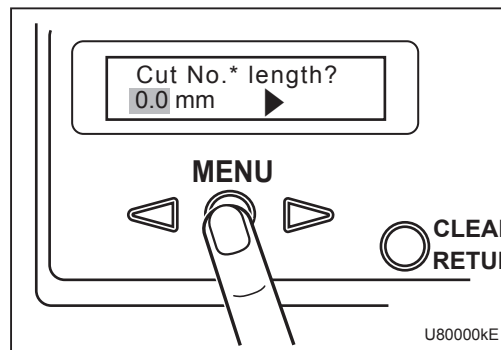
If you do not set the second cut, enter '0.0 mm' and press the MENU/OK key. The 'Save ?' screen in step 8 appears.



7. Set the third and its following cut position in the same way as step 6.
After each setting is complete, press the MENU/OK key.

NOTE

After the last cut position is set, enter '0.0 mm' and press the MENU/OK key.



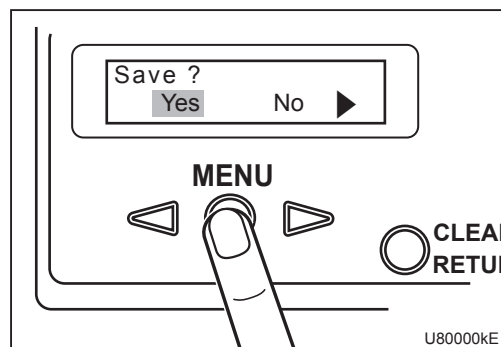
8. Press the ◀MENU LEFT key or ▶MENU RIGHT key to select whether to save the JOB (Yes) or not (No).

If you select 'Yes' and press the MENU/OK key, the data is saved with the memory no. currently selected.

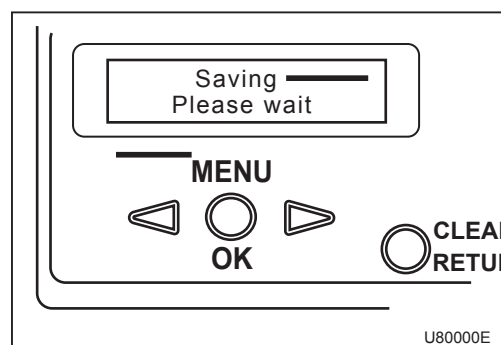
If you select 'No' and press the MENU/OK key, the data is not saved and the display returns to the screen in step 1.

If you press the CLEAR/RETURN key in the middle of the saving procedure, the display returns to the previous one.



If you press the STOP key, the data is not saved and the display returns to the standby screen.

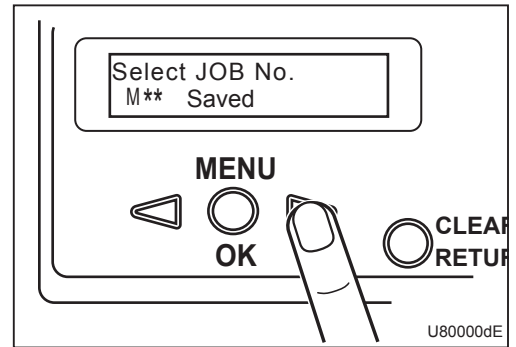


9. The right screen appears and the data is saved.

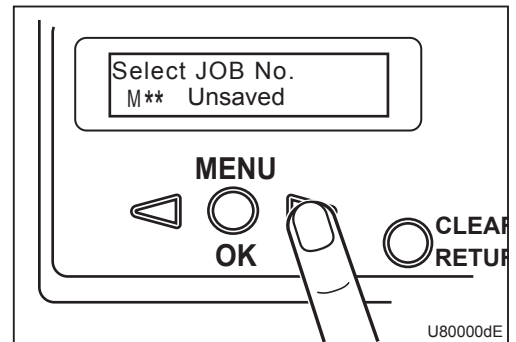


6 Deleting

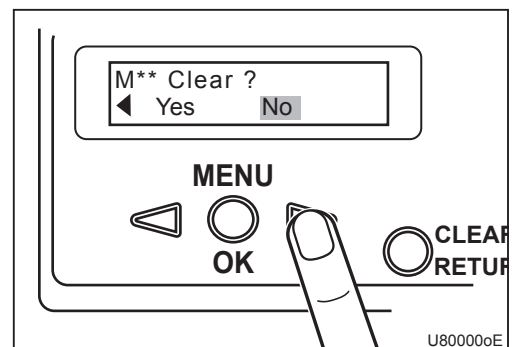
1. Press the  MENU LEFT key or  MENU RIGHT key to select the memory no. that you want to delete.
Then press the MENU/OK key.



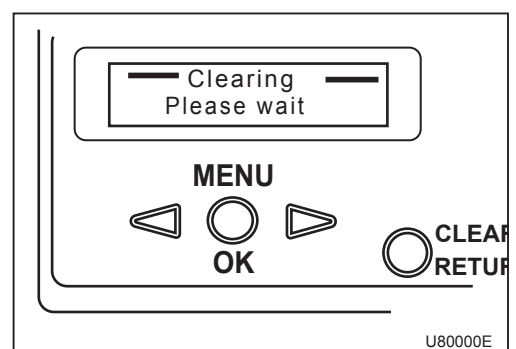
If no data is saved, 'Unsaved' appears.



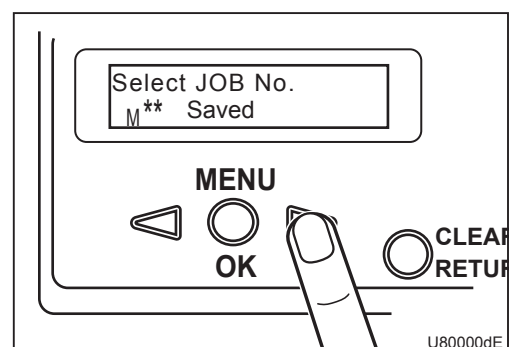
2. 'M** Clear?' appears.



3. If you select 'Yes' and press the MENU/OK key, 'Clearing' appears. Then the selected memory no. is deleted and the 'Custom JOB' screen appears.



If you select 'No' and press the MENU/OK key, the memory no. is not deleted and the display returns to the screen in step 1.



Memory No. and JOB Details

You can use the form below for your convenience.

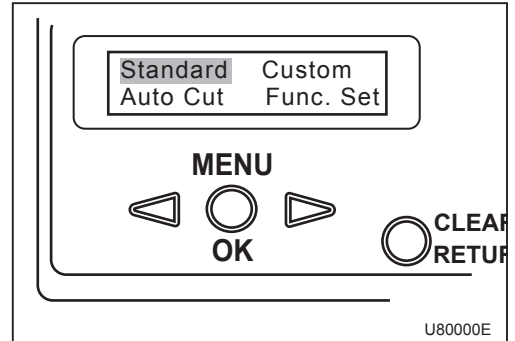
Memory No.	Paper Length	Cut No.1	Cut No.2	Cut No.3	Cut No.4	Cut No.5	Cut No.6	Cut No.7

Auto Cut

When a single sheet of paper is fed, the machine automatically measures the paper length and performs cut operation by specifying the number of cuts.

- 1 When the LCD panel displays the standby screen, press the MENU/OK key to display the menu selection screen.

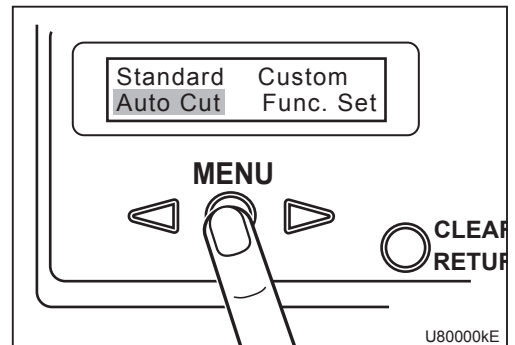
(Right figure: Menu selection screen)



- 2 Press the ◀ MENU LEFT key or ▶ MENU RIGHT key to select 'Auto Cut' and press the MENU/OK key.

(Right figure: 'Auto Cut' is selected.)

If you press the CLEAR/RETURN key or the STOP key, the display returns to the standby screen.



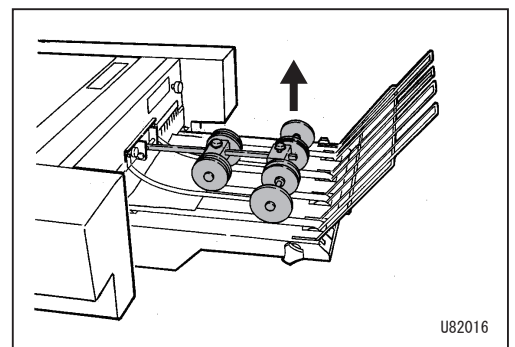
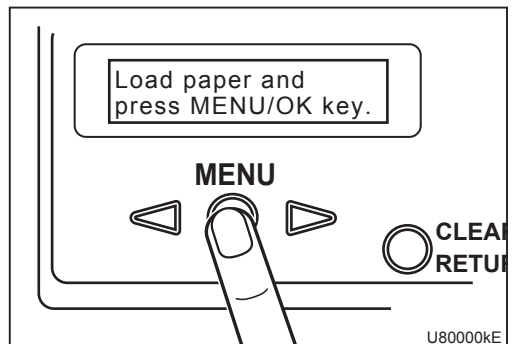
- 3 Load the paper on the feed tray and press the MENU/OK key.

NOTE

If an optional center slitter unit, perforator (standard) unit, or perforator (micro) unit is installed, move the 'upper blade unit' to either side. Otherwise the paper will be cut.

NOTE

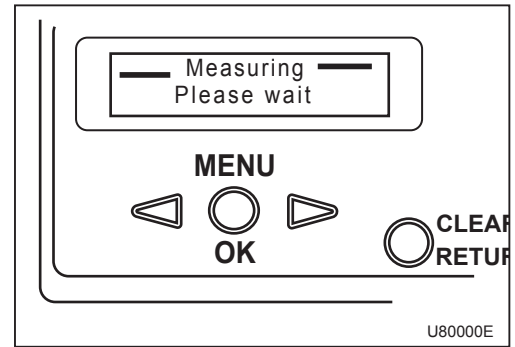
If an optional straight conveyor is connected, lift up the 'roller unit' so that the measured paper does not bend when ejected.



Auto Cut

4 'Measuring' appears.

A single sheet of paper is fed into the machine and paper length is measured, and the paper is ejected into the stacker without cutting.

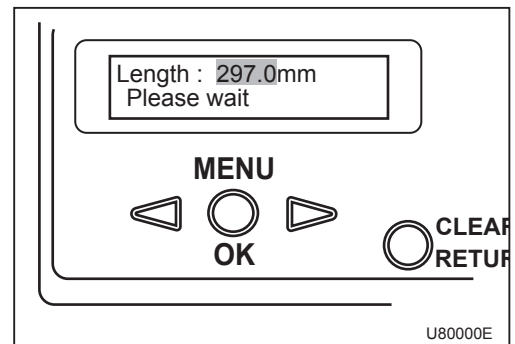


IMPORTANT

Error message appears and operation cannot be performed in the following cases.

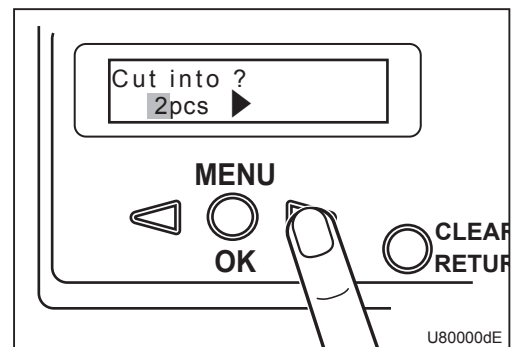
- No paper is loaded.
→ "Load paper."
- The paper set lever is at the lower position.
→ "Raise paper set lever."
- Paper remains in the machine.
→ "Remove paper from infeed area."
"Remove paper from cut area."
- Paper jam
→ "Remove paper from ** area."
- Paper length does not meet the specifications. (other than 110.0 to 420.0 mm)
→ "Paper is out of specification."
- The cover is open.
→ "Top cover is open." "Rear cover is open."



5 Measured length appears for a few seconds.



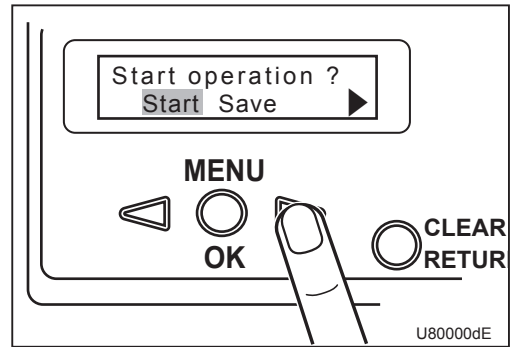
6 Press the MENU RIGHT key to specify the number of pieces to be cut and press the MENU/OK key.

- Settable number of pieces
 - 420.0 mm (A3) : 2 to 7 pcs.
 - 297.0 mm (A4) : 2 to 5 pcs.
 - 210.0 mm (A4R) : 2 to 3 pcs.
 - 210.0 mm (A5) : 2 to 3 pcs.
 - 148.5 mm (A5R) : 2 pcs.
 - 364.0 mm (B4) : 2 to 6 pcs.
 - 257.0 mm (B4R) : 2 to 4 pcs.
 - 257.0 mm (B5) : 2 to 4 pcs.
 - 182.0 mm (B5R) : 2 to 3 pcs.
 - 14 inches : 2 to 6 pcs.
 - 11 inches : 2 to 5 pcs.
 - 8.5 inches : 2 to 4 pcs.





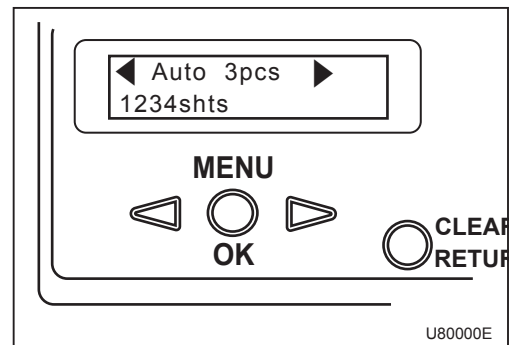
- 7** Press the  MENU LEFT key or  MENU RIGHT key to select 'Start' or 'Save' and press the MENU/OK key.

If you select 'Start', go to step **8**.
If you select 'Save', go to step **9**.





8 Cutting

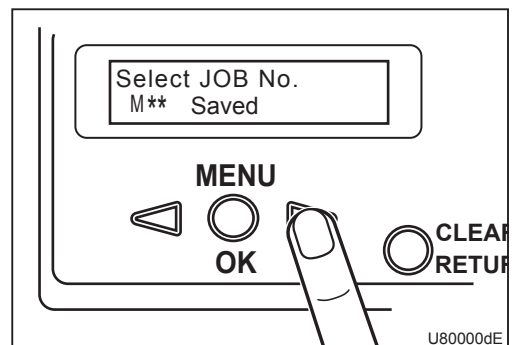
1. Press the START key to start operation. All the papers loaded on the feed tray are processed. To stop the operation, press the STOP key.
 - When you want to specify the number of sheets, refer to "3. Preset Counter" in chapter 4.
2. In any of the following cases, saved automatic cut data is deleted.
 - When cut dimensions are manually changed using the  MENU LEFT key or  MENU RIGHT key.
 - When cut dimensions are changed by selecting 'Standard JOB' or 'Retrieve JOB'.
 - When the power is turned off.



9 Saving



1. Press the  MENU LEFT key or  MENU RIGHT key to select memory no. and press the MENU/OK key.

If you select saved memory no., go to step 2.
If you select unsaved memory no., go to step 3.



Auto Cut

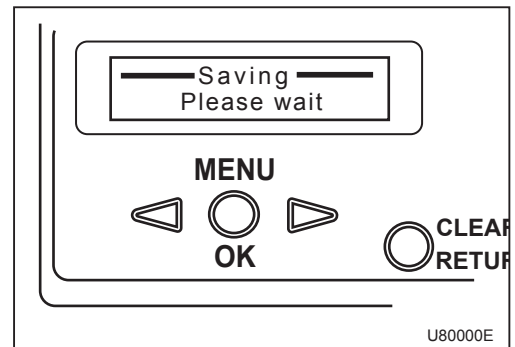
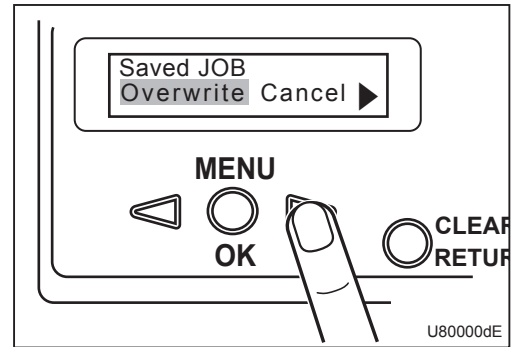
- When you select saved memory no., the confirming display whether to overwrite the data appears.

Press the  MENU LEFT key or  MENU RIGHT key to select 'Overwrite' or 'Cancel' and press the MENU/OK key.

If you select 'Cancel' and press the MENU/OK key, the display returns to the previous screen without deleting the selected memory no.

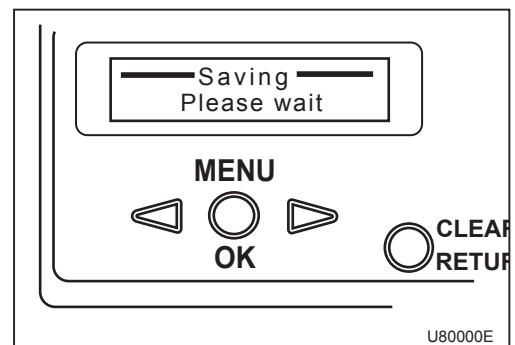
If you select 'Overwrite' and press the MENU/OK key, the saved data is overwritten. Go to step 4.

(Right figure: 'Saving' screen)



- When you select unsaved memory no., the data is saved.

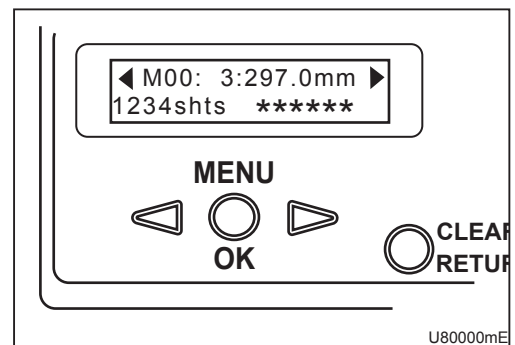
(Right figure: 'Saving' screen)



- After saving is complete, the job details of the saved memory no. appear.

If you press the START key, operation starts.

If you press the MENU/OK key, menu selection screen appears.



Chapter 4

Using Useful Functions

This chapter describes operations using useful functions. You can use useful functions depending on your needs.

.....

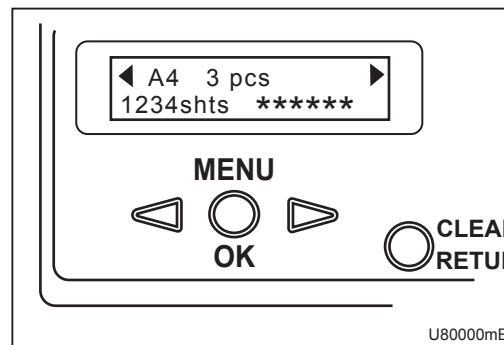
Function Settings	36
1. Double Feed Detection	37
2. Slitter/Perforation	38
3. Preset Counter	39
4. Speed	40
5. Downstream Unit	41
6. Cut Position Adjustment	42
7. JOB Display	43
8. Auto Power Off	45
9. Exit	46

.....

Function Settings

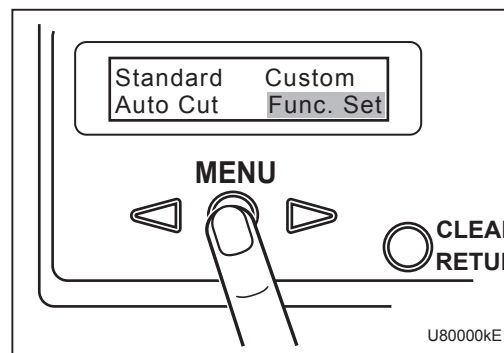
The following describes how to select function.

- 1 When the standby screen is displayed, press the MENU/OK key.



- 2 The menu selection screen appears. Press the MENU LEFT key or MENU RIGHT key to select 'Func. Set' and press the MENU/OK key.

If you press the CLEAR/RETURN key or STOP key, the display returns to the standby screen.



- 3 The function setting screen appears. Press the MENU LEFT key or MENU RIGHT key to select function that you want to use.

Functions appear in the following order.

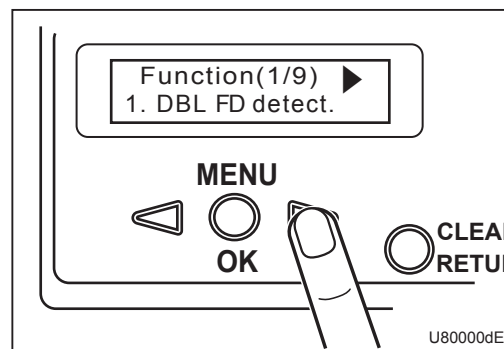
1. DBL FD detect. → P.37
2. SLT/PFR → P.38
3. Preset counter → P.39
4. Speed → P.40
5. Downstream unit ... → P.41
6. Cut pos. adj. → P.42
7. JOB display → P.43
8. Auto power off → P.45
9. Exit → P.46

Press the MENU/OK key.

When each function setting is complete, the display returns to the function setting screen.

If you press the CLEAR/RETURN key, the display returns to the menu selection screen.

If you press the START key, the display returns to the standby screen.



The following describes how to set each function.

1. Double Feed Detection

This sets double feed detection according to the paper that you are using.

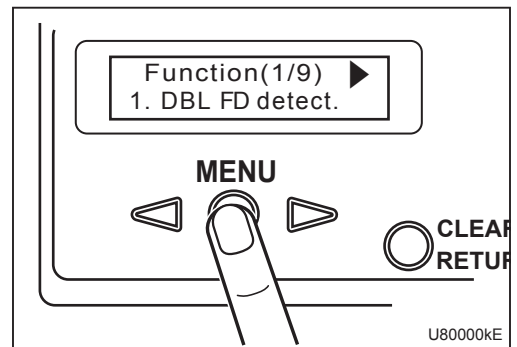
REFERENCE

Default setting is 'Mid' (middle level).

- 1 Select '1. DBL FD detect.' on the function setting screen and press the MENU/OK key.

If you press the CLEAR/RETURN key, the display returns to the menu selection screen.

If you press the STOP key, the display returns to the standby screen.



- 2 Press the ◀ MENU LEFT key or ▶ MENU RIGHT key to select double feed detection level.

OFF: Set to 'Off' when double feed detection is not used.

Min: Set to 'Min' when 'Double Feed' appears even though double feed does not occur.

Mid: Standard
Factory setting is 'Mid'.

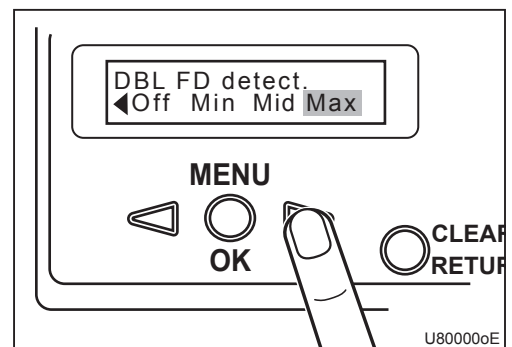
Max: Set to 'Max' when double feed is not detected even though double feed occurs.

Press the MENU/OK key.

The setting is determined and the display returns to the function setting screen in step 1.

If you press the CLEAR/RETURN key, the display returns to the function setting screen without determining the setting.

If you press the STOP key, the display returns to the standby screen without determining the setting.



2. Slitter/Perforation

This function is set when a center slitter unit (optional) or perforator (standard/micro) unit (optional) is connected.

When 'ON' is selected: If you press the TEST key once, the paper stops in front of the slitter and you can check slit position by pressing the ◀ JOG REVERSE key or ▶ JOG FORWARD key. Pressing the TEST key again performs proof feed (one sheet).

When 'OFF' is selected: If you press the TEST key once, proof feed (one sheet) is performed. You cannot check slit position.

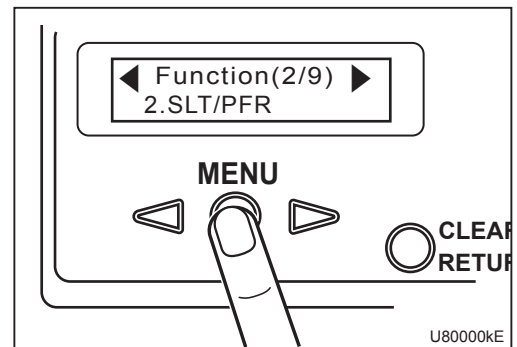
REFERENCE

Default setting is 'OFF'.

- 1 Select '2. SLT/PFR' on the function setting screen and press the MENU/OK key.

If you press the CLEAR/RETURN key, the display returns to the menu selection screen.

If you press the STOP key, the display returns to the standby screen.

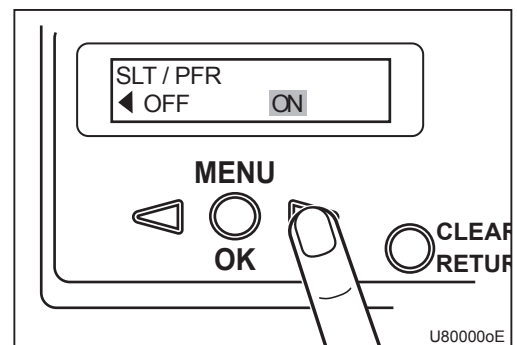


- 2 When you use a center slitter unit or perforator (standard/micro) unit, press the ▶ MENU RIGHT key to select 'ON' and press the MENU/OK key.

If the center slitter unit or perforator (standard/micro) unit is not installed, select 'OFF' and press the MENU/OK key.

If you press the CLEAR/RETURN key, the display returns to the function setting screen in step 1.

If you press the STOP key, the display returns to the standby screen.



- 3 After setting is complete, the display returns to the function setting screen in step 1.

3. Preset Counter

This function stops processing by the specified number of sheets. When you want to perform continuous processing, set the counter to '0'.

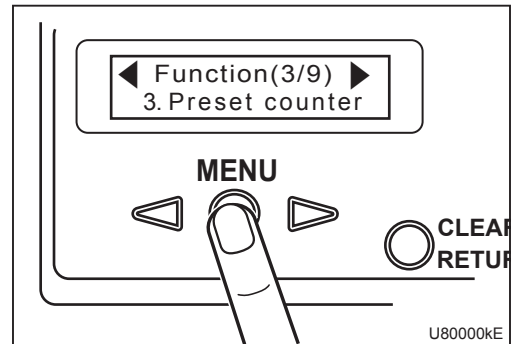
REFERENCE

Default setting is '0'.

- 1 Select '3. Preset counter' on the function setting screen and press the MENU/OK key.

If you press the CLEAR/RETURN key, the display returns to the menu selection screen.

If you press the STOP key, the display returns to the standby screen.

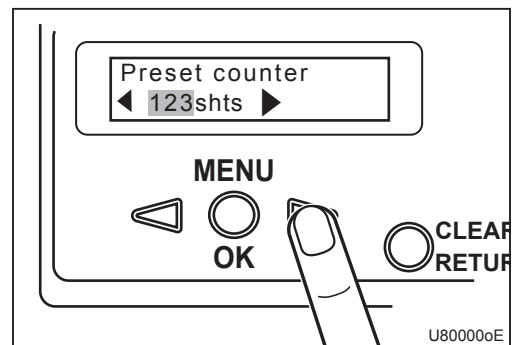


- 2 Press the MENU RIGHT key to increase the number of sheets. Default setting is '0'. You can set up to '999'.

To decrease the number, press the MENU LEFT key.

Continuously pressing the MENU LEFT key or MENU RIGHT key decreases or increases the number continuously.

Pressing the CLEAR/RETURN key for a longer time sets the number to '0'.

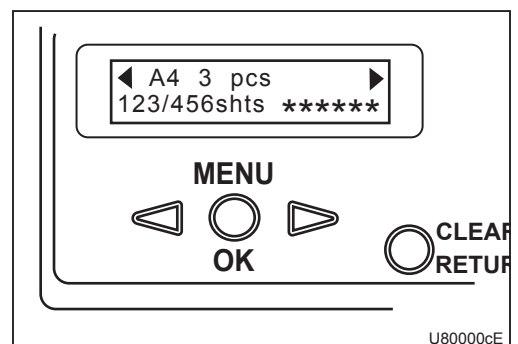


- 3 Press the MENU/OK key. The setting is determined and the display returns to the function setting screen in step 1.

If you press the CLEAR/RETURN key, the display returns to the function setting screen without determining the setting.

If you press the STOP key, the display returns to the standby screen.

(Right figure: Standby screen after setting 'Preset counter'.)



- 4 If you press the CLEAR/RETURN key or STOP key when the menu selection screen appears, the display returns to the standby screen.

4. Speed

This function sets processing speed of the machine.

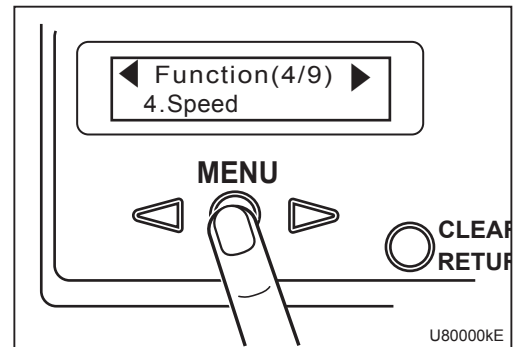
REFERENCE

Default setting is 'Mid' (middle speed).

- 1 Select '4. Speed' on the function setting screen and press the MENU/OK key.

If you press the CLEAR/RETURN key, the display returns to the menu selection screen.

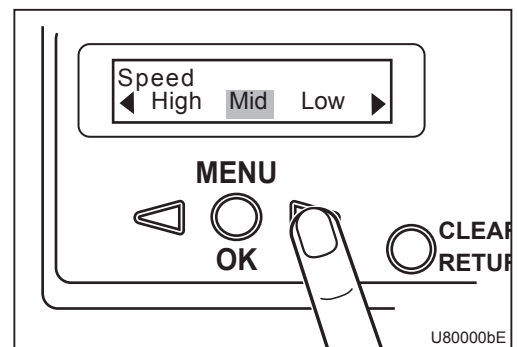
If you press the STOP key, the display returns to the standby screen.



- 2 Press the ◀ MENU LEFT key or ▶ MENU RIGHT key to select speed and press the MENU/OK key.

If you press the CLEAR/RETURN key, the display returns to the function setting screen in step 1.

If you press the STOP key, the display returns to the standby screen.



- 3 After setting is complete, the display returns to the function setting screen in step 1.

5. Downstream Unit

This function is set when an optional straight conveyor is connected. The connected optional unit is automatically recognized. However, you can change the setting manually.

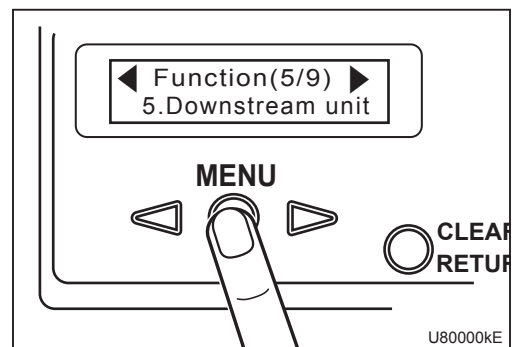
IMPORTANT

- If the power to the machine is on when the optional unit is connected, the optional unit is not recognized automatically. Be sure to turn off the power before connecting the optional unit.
- If no optional unit is connected, 'Stacker' is set.

- 1 Select '5. Downstream unit' on the function setting screen and press the MENU/OK key.

If you press the CLEAR/RETURN key, the display returns to the menu selection screen.

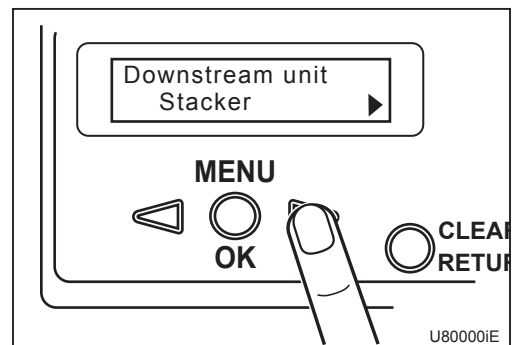
If you press the STOP key, the display returns to the standby screen.



- 2 Press the ◀ MENU LEFT key or ▶ MENU RIGHT key to select 'Straight CNV' and press the MENU/OK key.

If you press the CLEAR/RETURN key, the display returns to the function setting screen in step 1.

If you press the STOP key, the display returns to the standby screen.



- 3 After setting is complete, the display returns to the function setting screen in step 1.

REFERENCE

If you turn off the power, remove the optional unit, and then turn on the power again, 'Stacker' is automatically selected.

6. Cut Position Adjustment

This function shifts cut position for value set on Cut Position Adjustment (Cut pos. adj.) screen.

+ (plus) setting shifts cut position backward for value from the paper leading edge.

- (minus) setting shifts cut position forward for value from the paper leading edge.

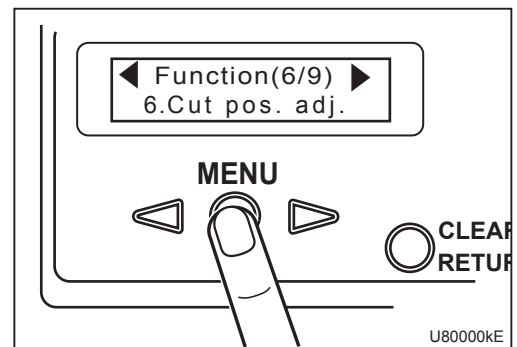
REFERENCE

Default setting is '0.0 mm'.

- 1 Select '6. Cut pos. adj.' on the function setting screen and press the MENU/OK key.

If you press the CLEAR/RETURN key, the display returns to the menu selection screen.

If you press the STOP key, the display returns to the standby screen.



- 2 Press the ◀ MENU LEFT key or ▶ MENU RIGHT key to set value and press the MENU/OK key.

You can set in the range of '-15.0' to '+15.0' mm.

Pressing the ▶ MENU RIGHT key once increases the value by 0.1 mm.

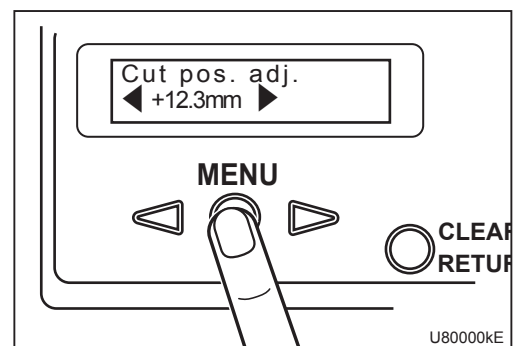
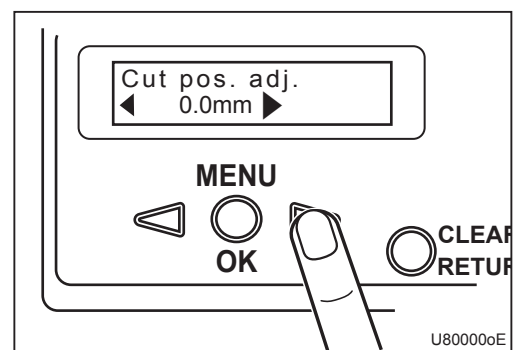
Pressing the ◀ MENU LEFT key once decreases the value by 0.1 mm.

Pressing the CLEAR/RETURN key for a longer time sets the value '0'.

(Right figure: Setting that shifts cut position by 12.3 mm backward.)

If you press the CLEAR/RETURN key, the display returns to the function setting screen in step 1.

If you press the STOP key, the display returns to the standby screen.



- 3 After setting is complete, the display returns to the function setting screen in step 1.

7. JOB Display

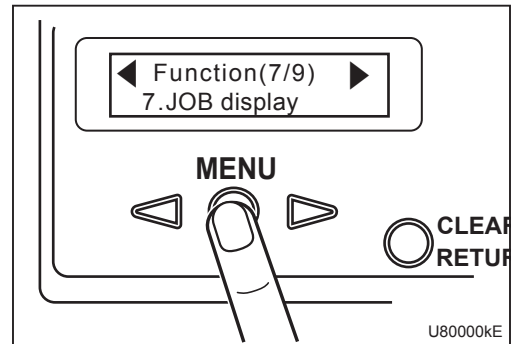
Setting the display of processing mode (JOB details) that you do not use to 'OFF' (not displayed) enables you to search processing mode easier. However, you cannot set the display of saved Custom JOB to 'OFF'.

Even if you set the display to 'OFF', if you select and perform the processing mode (JOB details) in Standard JOB setting, the display setting is changed to 'ON' (displayed).

- 1 Select '7. JOB display' on the function setting screen and press the MENU/OK key.

If you press the CLEAR/RETURN key, the display returns to the menu selection screen.

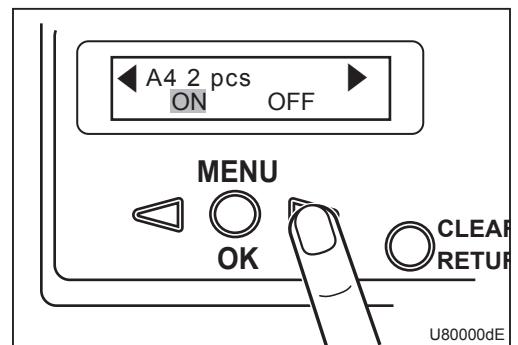
If you press the STOP key, the display returns to the standby screen.



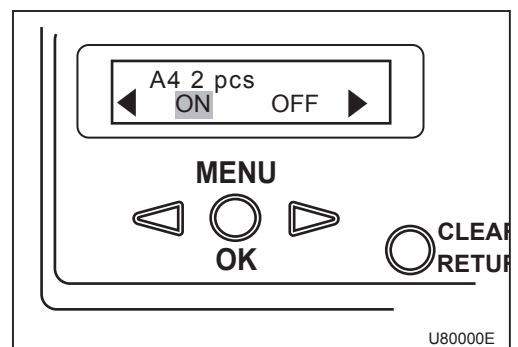
- 2 Press the ◀ MENU LEFT key or ▶ MENU RIGHT key to select processing mode and press the MENU/OK key. (Right figure: 'A4 2 pcs' is selected.)

If you press the CLEAR/RETURN key, the display returns to the function setting screen in step 1.

If you press the STOP key, the display returns to the standby screen.



- 3 ◀ and ▶ marks on the LCD panel move to each side of 'ON OFF' and it enables you to select 'ON' or 'OFF'.

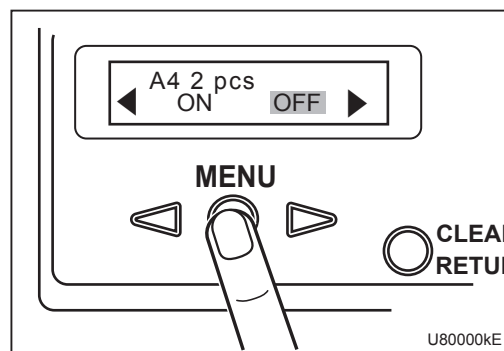


Function Settings

- 4** Press the ◀ MENU LEFT key or ▶ MENU RIGHT key to select 'ON' or 'OFF' and press the MENU/OK key.
(Right figure: 'OFF' is selected.)

If you press the CLEAR/RETURN key, the display returns to the function setting screen in step ①.

If you press the STOP key, the display returns to the standby screen.



- 5** After setting is complete, the display returns to the processing mode selection screen in step ②.

To continue the setting, repeat from step ②.

To finish the setting, press the CLEAR/RETURN key. The display returns to the function setting screen in step ①.

8. Auto Power Off

This function automatically turns off the power to the machine if you do not touch the control panel for a certain period of time.

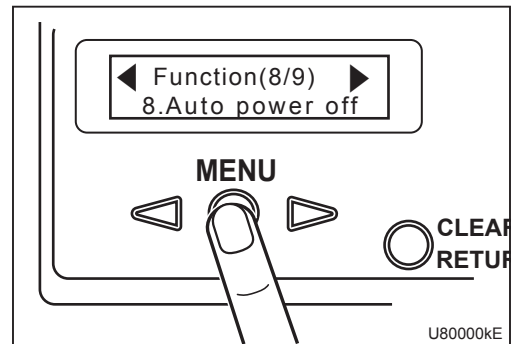
REFERENCE

Default setting is '15 minutes'.

- 1 Select '8. Auto power off' on the function setting screen and press the MENU/OK key.

If you press the CLEAR/RETURN key, the display returns to the menu selection screen.

If you press the STOP key, the display returns to the standby screen.



- 2 'Setting time' appears on the LCD panel.

You can select setting time from among 0, 5, 15, 30 and 60 minutes.

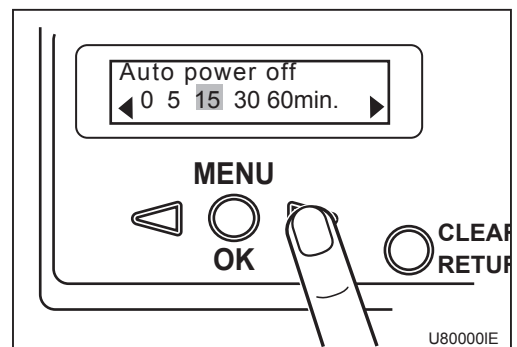
Press the ◀ MENU LEFT key or ▶ MENU RIGHT key to select setting time and then press the MENU/OK key.

Selecting '0' means that you do not use Auto power off function.

If you press the CLEAR/RETURN key, the display returns to the function setting screen in step 1.

If you press the STOP key, the display return to the standby screen.

- 3 After setting is complete, the display returns to the function setting screen in step 1.

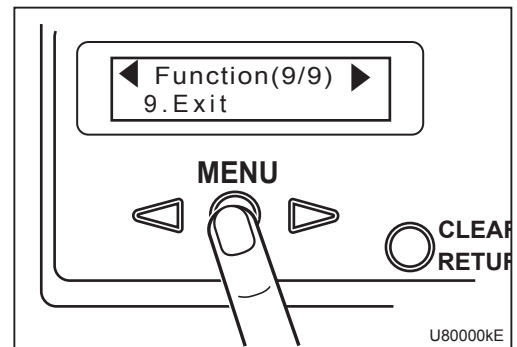


9. Exit

- 1 This finishes function setting.

Select '9. Exit' on the function setting screen and press the MENU/OK key.

The display returns to the menu selection screen.



Chapter 5

Optional Equipment

This chapter describes operations with an optional center slitter unit and perforator (standard/micro) unit installed.

.....

How to Use Center Slitter Unit	48
Using as a Slitter	48
Using as a Gutter Deflector	49
How to Use Perforator (Standard/Micro) Unit	51





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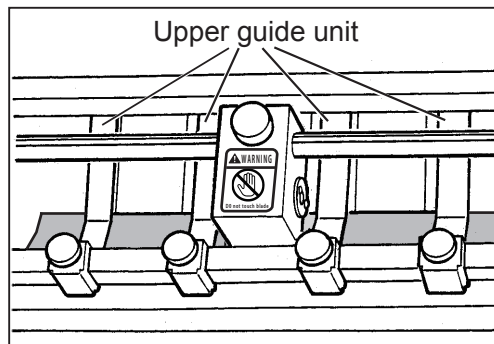
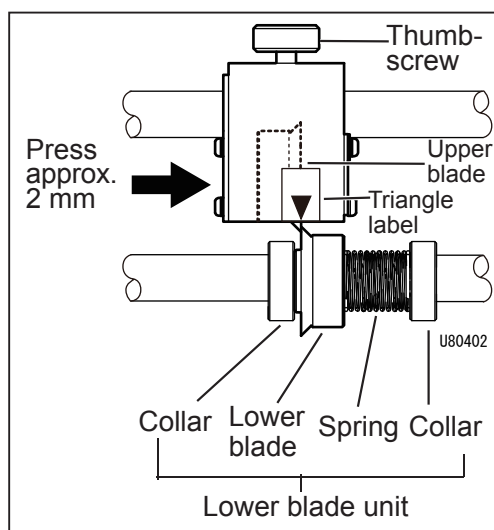
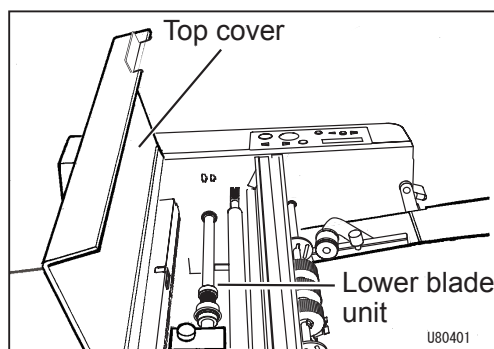
How to Use Center Slitter Unit

WARNING

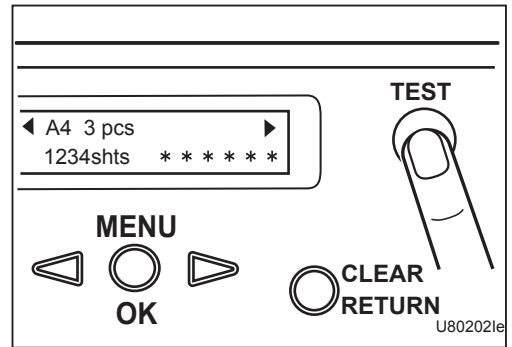
- Take extreme care to keep your hands off the upper and lower blades of the center slitter unit.
→ These exposed blades can injure you.

Using as a Slitter

- 1** Open the top cover and loosen the two hexagon socket set screws in the collars with the hexagon wrench supplied.
- 2** Move the lower blade unit to the cut position and tighten the hexagon socket set screws with the hexagon wrench.
- 3** Loosen the thumbscrew on the upper blade unit.
- 4** Move the upper blade unit to the lower blade unit (cut position).
- 5** Press the upper blade unit against the lower blade unit approx. 2 mm beyond the position where the upper blade touches the lower blade, and horizontally secure the unit with the thumbscrew. Refer to '2. Slitter/Perforation' in chapter 4 to set the 'SLT/PFR' to 'ON'.
- 6** Close the top cover and select processing mode, and then press the TEST key. Paper is fed forward to the position of the upper guide unit.
- 7** Use the  JOG FORWARD key and  JOG REVERSE key to check the cut position.
 JOG FORWARD key: Feeds the paper forward slowly.
 JOG REVERSE key: Feeds the paper backward slowly.



- Press the TEST key again.
Proof feed (one sheet) is performed.
Check whether it is correctly cut.



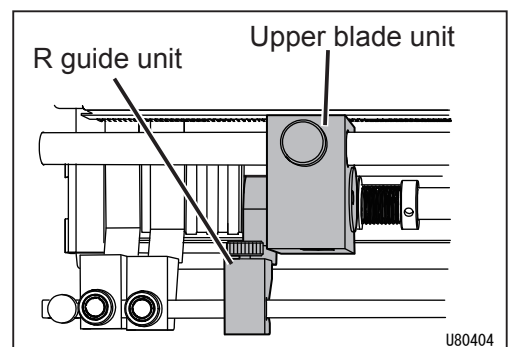
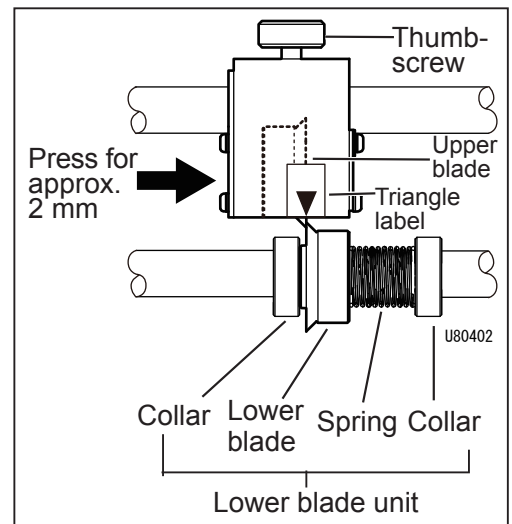
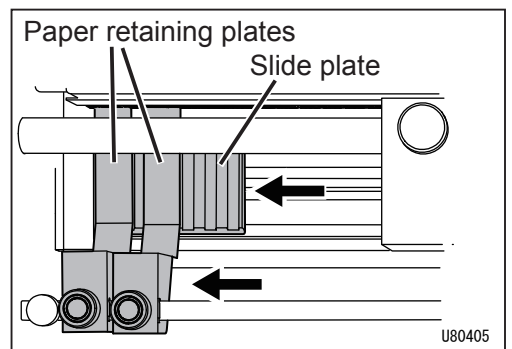
Using as a Gutter Deflector

The following describes how to use the center slitter as a gutter deflector. (Example: in case of left side)

- Open the top cover and move the two left-hand side plates attached to the lower guide unit to the left edge.
- Loosen the two thumbscrews on the two left-hand paper retaining plates that are attached to the upper guide unit. Then move the two paper retaining plates to the left edge, aligning to the slide plates moved in step 1.
- Loosen the two hexagon socket set screws in the two collars with the hexagon wrench supplied.
- Move the lower blade unit to the position where the cut papers are deflected and then tighten the two hexagon socket set screws with the hexagon wrench.
- Press the upper blade unit against the lower blade unit approx. 2 mm beyond the position where the upper blade touches the lower blade, and horizontally secure the unit with the thumbscrew.
- Attach the R guide unit to the shaft of the upper guide unit, aligning the R guide unit to the left side of the upper blade unit.

REFERENCE



Minimum gutter width of R guide unit (gutter guide): 20.0 mm
Processable minimum paper width of R guide unit (gutter guide): 148.5 mm (A5)





How to Use Center Slitter Unit

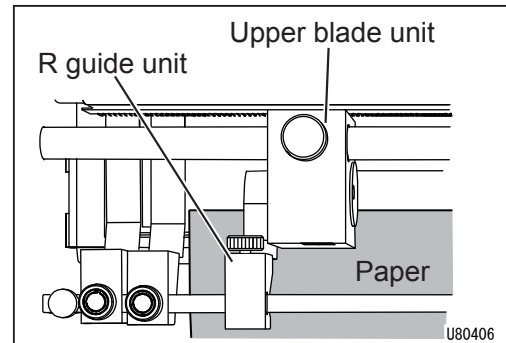
7 Refer to '2. Slitter/Perforation' in chapter 4 to set the 'SLT/PFR' to 'ON'.

8 Close the top cover and select 'No Cut' on the processing menu screen, and then press the TEST key. The paper is fed forward to the position of the upper guide unit.

Use the  JOG FORWARD key and  JOG REVERSE key to check the cut position.

 JOG FORWARD key: Feeds the paper forward slowly.

 JOG REVERSE key: Feeds the paper backward slowly.



9 Press the TEST key again. Proof feed (one sheet) is performed. Check whether it is correctly cut.

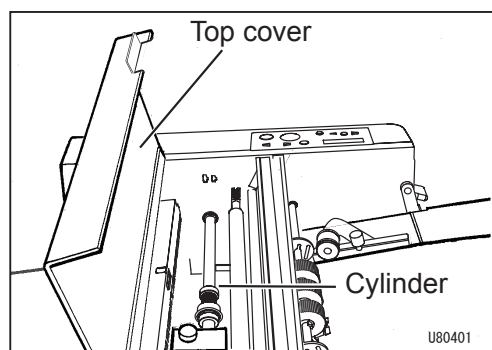
How to Use Perforator (Standard/Micro) Unit

WARNING

- Take extreme care to keep your hands off the upper blade of the perforator (standard/micro) unit.
→ This exposed blade can injure you.

1 Open the top cover and loosen the hexagon socket set screws on the cylinder with the hexagon wrench supplied.

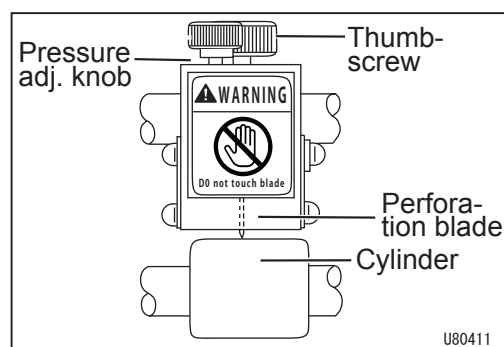
2 Move the cylinder to the perforating position and tighten the hexagon socket set screw with the hexagon wrench so that the screw perpendicularly touches the flat surface of the D-shaped cut of the shaft to which the cylinder is attached.



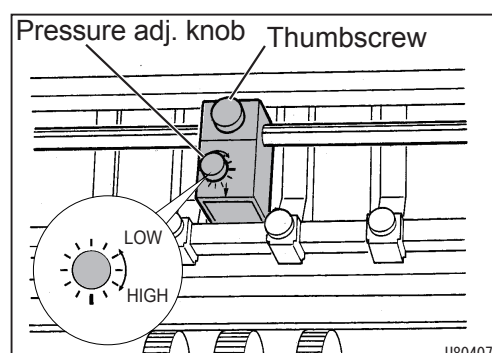
3 Loosen the thumbscrew of the perforator unit.

4 Move the perforator unit to the perforating position.

5 Secure the perforator unit with the thumbscrew, keeping the perforator unit in a horizontal position.



6 Turn the pressure adjustment knob to adjust the pressure so that the perforation blade touches the cylinder.



REFERENCE

If it is getting harder to cut the paper, gradually increase the pressure. If perforations cannot be made even if the knob is turned to the 'HIGH' position, replace the perforation blade.

IMPORTANT

Turn the pressure adjustment knob to the 'HIGH' direction until the paper can be cut. Applying too heavy force will wear the blade earlier.



5


Optional Equipment


How to Use Perforator (Standard/Micro) Unit

7 Refer to '2. Slitter/Perforation' in chapter 4 to set the 'SLT/PFR' to 'ON'.

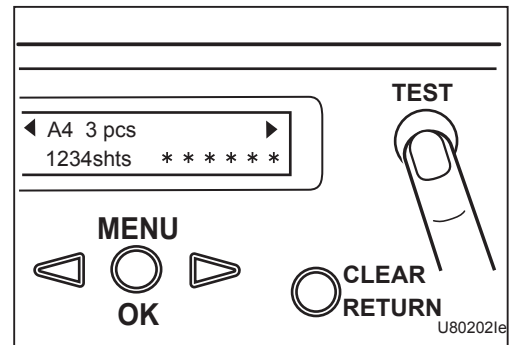
8 Close the top cover and select processing mode, and then press the TEST key. The paper is fed forward to the position of the upper guide unit.

Use the  JOG FORWARD key and  JOG REVERSE key to check the cut position.

 JOG FORWARD key: Feeds the paper forward slowly.

 JOG REVERSE key: Feeds the paper backward slowly.

9 Press the TEST key again. Proof feed (one sheet) is performed. Check whether perforations are correctly made.



Chapter 6

Troubleshooting

This chapter describes what to do when an error has occurred and how to deal with paper jams and error messages.

.....

If Trouble Occurs	54
When Messages Appear	55
Corrective Action for Paper Jams	57
How to Remove Jammed Paper from Infeed Area	57
How to Remove Jammed Paper from Center Area or Cutter Unit	58

.....

If Trouble Occurs

Failures may result from various causes. Listed below are major symptoms along with corresponding check points and corrective actions. See the reference pages for more information on the respective corrective actions. Contact service personnel if any symptom is not cleared by the corrective action.

Symptom	Check Point	Corrective Action	Page
Turning ON the power switch will not supply the power.	Is the plug of the power cord connected?	Connect the plug of the power cord correctly.	P.6
The machine does not operate even when the START key is pressed.	Is the top cover closed?	Close the top cover.	—
	Is the rear cover attached?	Attach the rear cover.	—
	Is the feed tray raised?	Raise the paper set lever.	P.13
	Isn't paper jammed?	Check the JAM message on the LCD panel, and remove the jammed paper.	P.55
Paper is not cut properly.	Is paper size set correctly?	Set the paper size correctly.	P.19 others
	Is paper thickness correct?	Use paper with thickness specified in the specification.	P.8
Paper is not fed straight.	Is the paper positioned in the middle of the feed tray?	Replace the paper in the middle of the feed tray, and set the paper guides correctly.	P.13
	Are the paper guides correctly set to the width of paper?	Take out the papers on the feed tray, then jog and put them back. Then set the paper guides again.	P.13

When Messages Appear

Error messages appear on the LCD panel when the machine does not operate even when the START key is pressed. Take corrective actions below and then press the STOP key. The standby screen will appear and the machine will be ready for operation.

Error Message	Status and Solution
Remove paper from infeed area.	<p>Status: Paper jam or paper remains in the infeed area</p> <p>Solution: Remove the jammed paper in the infeed area and then press the STOP key or CLEAR/RETURN key to clear the error message. (→P.57 “How to Remove Jammed Paper from Infeed Area”)</p>
Remove paper from cut area.	<p>Status: Paper jam in the cut area, or incorrect paper size</p> <p>Solution: Remove the jammed paper in the cut area and then press the STOP key or CLEAR/RETURN key to clear the error message. Check paper size and set it again. (→P.58 “How to Remove Jammed Paper from Center Area or Cutter Unit”)</p>
Load paper.	<p>Status: No paper on the feed tray</p> <p>Solution: Load paper on the feed tray and then press the STOP key or CLEAR/RETURN key to clear the error message.</p>
J1:Feed error Check infeed area.	<p>Status: Paper jam in the infeed area</p> <p>Solution: Remove the jammed paper in the infeed area and then press the STOP key or CLEAR/RETURN key to clear the error message. (→P.57 “How to Remove Jammed Paper from Infeed Area”)</p>
J2:JAM in CNV area Check center area.	<p>Status: Paper jam in the conveyor area</p> <p>Solution: Remove the jammed paper in the conveyor area and then press the STOP key or CLEAR/RETURN key to clear the error message.</p>
J3:JAM in cut area Remove paper from cut area.	<p>Status: Paper jam in the cur area, or incorrect paper size</p> <p>Solution: Remove the jammed paper in the cut area and then press the STOP key or CLEAR/RETURN key to clear the error message. Check paper size and set it again. (→P.58 “How to Remove Jammed Paper from Center Area or Cutter Unit”)</p>
J4:Double feed Check infeed area.	<p>Status: Two or more sheets of paper are fed at once in the infeed area.</p> <p>Solution: Remove the jammed paper in the infeed area and then press the STOP key or CLEAR/RETURN key to clear the error message. If the error often occurs, contact our service personnel. (→P.57 “How to Remove Jammed Paper from Infeed Area”)</p>

When Messages Appear

Error Message	Status and Solution
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">E1:CTR MTR Locked</div> <div style="border: 1px solid black; padding: 2px;">Check cutter area.</div>	<p>Status: The cutter is locked due to a paper jam.</p> <p>Solution: Remove the jammed paper in the cutter area and then press the STOP key or CLEAR/RETURN key to clear the error message. Use paper of specified thickness. (→P.58 “How to Remove Jammed Paper from Center Area or Cutter Unit”)</p>
<div style="border: 1px solid black; padding: 2px;">Top cover is open.</div>	<p>Status: The top cover is open.</p> <p>Solution: Close the top cover.</p>
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">E2:Read error</div> <div style="border: 1px solid black; padding: 2px;">Contact service personnel.</div>	<p>Status: Memory error</p> <p>Solution: Make a note of Error Code (E2:Read error). Turn off the power once, and then turn it on again. If the problem still persists, turn off the power and contact our service personnel.</p>
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">E3:Write error</div> <div style="border: 1px solid black; padding: 2px;">Contact service personnel.</div>	<p>Status: Memory error</p> <p>Solution: Make a note of Error Code (E3:Write error). Turn off the power once, and then turn it on again. If the problem still persists, turn off the power and contact our service personnel.</p>
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">E4:Time-out error</div> <div style="border: 1px solid black; padding: 2px;">Contact service personnel.</div>	<p>Status: Memory error</p> <p>Solution: Make a note of Error Code (E4:Time-out error). Turn off the power once, and then turn it on again. If the problem still persists, turn off the power and contact our service personnel.</p>
<div style="border: 1px solid black; padding: 2px;">Raise paper set lever.</div>	<p>Status: The START key or TEST key is pressed with the paper set lever lowered.</p> <p>Solution: Raise the paper set lever. (→ P.14)</p>
<div style="border: 1px solid black; padding: 2px;">Paper is out of specification.</div>	<p>Status: Thickness and/or length of paper are/is out of specification.</p> <p>Solution: Load paper of specified thickness and length and then press the STOP key. (→P.8 “Acceptable Paper”)</p>
<div style="border: 1px solid black; padding: 2px;">Rear cover is open.</div>	<p>Status: The rear cover is not attached.</p> <p>Solution: Attach the rear cover.</p>

Corrective Action for Paper Jams

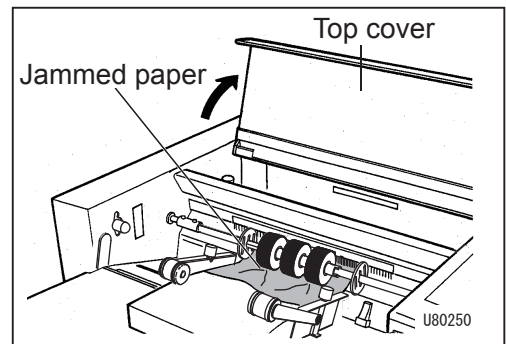
How to Remove Jammed Paper from Infeed Area

WARNING

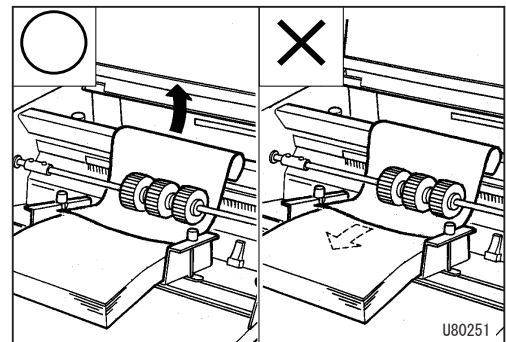
- Make sure that the power plug is disconnected from the outlet before putting your hand close to any moving part to remove jammed paper.

1 Turn off the power switch and remove the power plug from the outlet.

2 Open the top cover.



3 Remove the jammed paper in the direction as shown in the figure.



4 Insert the power plug into the outlet and turn on the power switch.

5 Close the top cover.



6 Press the STOP key.
The JAM message disappears and the machine is now ready for operation.

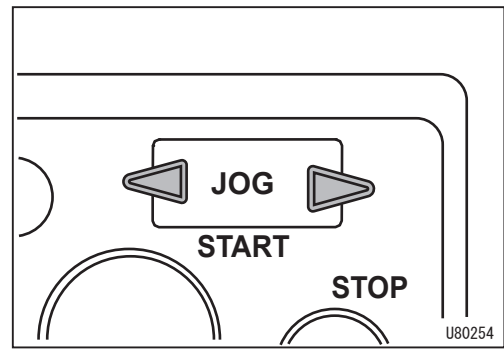
How to Remove Jammed Paper from Center Area or Cutter Unit

WARNING

- Make sure that the power plug is disconnected from the outlet before putting your hands close to any moving part to remove jammed paper.
- Never put your hands inside the cutter unit or slitter unit (optional). These units contain dangerous cutting edges.
- To remove jammed paper, use the tweezers supplied with the machine or an equivalent.

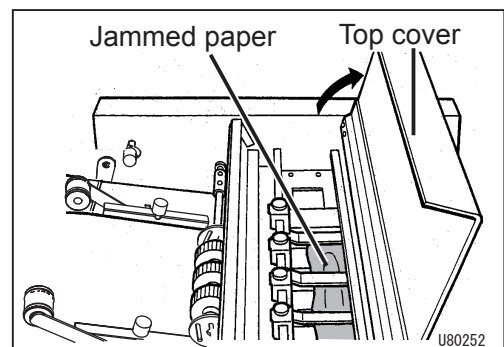
1 Using the JOG REVERSE key and JOG FORWARD key to remove jammed paper

1. Remove the paper by pressing the  JOG REVERSE key to move it backward and the  JOG FORWARD key to move it forward.
* Using these keys may however make the paper jam worse. Watch the condition of the jammed paper as you operate the keys.



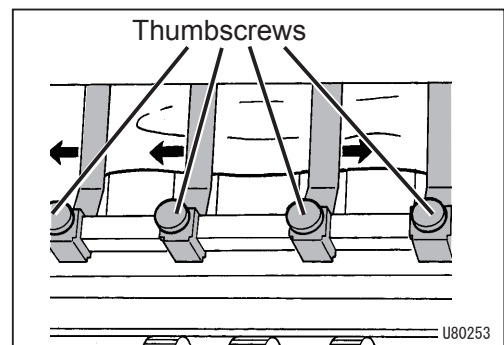
2 If the jammed paper cannot be removed by the procedure described in step **1**.

1. Turn off the power switch, and remove the power plug from the outlet.
2. Open the top cover.

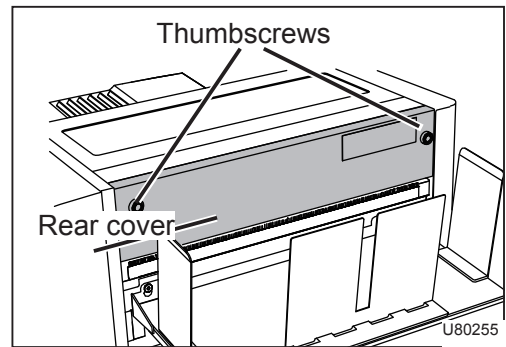


3. Loosen the thumbscrews on the paper retaining plates, move the plates to each side, and then remove the jammed paper.

* If a center slitter unit (optional) or perforator (standard/micro) unit (optional) is installed, loosen the thumbscrews and move the paper retaining plates to each side.

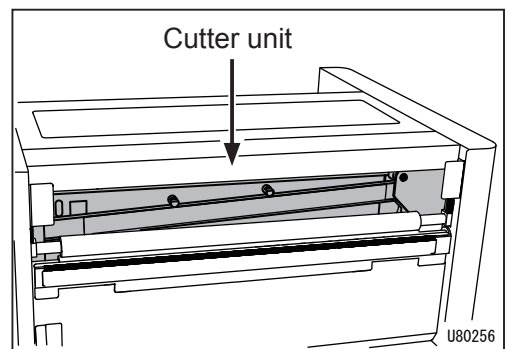


4. If paper is jammed in the cutter unit, remove the two thumbscrews on the rear cover to remove the cover.



5. Remove the jammed paper.
If paper is jammed in the cutter unit, use the tweezers supplied to remove the paper.

(The colored part in the right figure is a cutter unit.)



6. Attach the rear cover.
7. Insert the power plug into the outlet and turn on the power switch.
8. Press the STOP key.

The JAM message disappears, and the machine is now ready for operation.

MEMO

A series of horizontal dotted lines spanning the width of the page, providing a structured area for writing a memo.

Chapter 7

Daily Maintenance

This chapter describes daily maintenance of the machine.

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Daily Maintenance

Clean the machine periodically to maintain its performance.



WARNING

- Before cleaning, be sure to turn the power off, wait until the machine cools off and unplug the power cord. Otherwise, fire or electric shock may occur.
- Never remove covers on the machine or modify them.
- Do not spill water or any liquid inside of the machine. It may cause fire or electric shock. If it happens, contact our service personnel.

Clean the exterior in the following procedures.

1. Tightly wring a soft cloth that has been moistened with water or mild detergent.
2. Wipe the exterior.
3. Wipe off the excess moisture on the exterior with a dry soft cloth.

Clean the sensor under the rubber rollers according to the following procedure.

1. Open the top cover.
2. Spray commercially available spray on the sensor or gently clean the sensor with a cotton bud to remove paper dust.



WARNING

- Never use alcohol or solvent cleaner. It may tarnish or damage the exterior finish.
- Do not put diluted petroleum or insecticide. It may cause fire.

Dust accumulation may cause the machine to malfunction. Clean it periodically. Contact our service personnel as for cleaning of inside of the machine.

Chapter 8

Specifications

This chapter describes the machine specifications.

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Specifications

Model name	Cut Sheet Cutter FD 574
Type	Tabletop type cut sheet cutter
Paper size	Length: 110 - 420 mm (4.334 - 17 inches) Width: 106 - 364 mm (4.1764 - 14.3416 inches)
Paper weight	58 - 157 gsm (50 - 135 kg), 1 part/single sheet
Minimum cut size (Length)	55 mm (2.166 inches) (0.1 - 17.0 mm: can be cut using memory cut stored except rear end of the paper.)
Maximum cut size (Length)	210 mm (8.267 inches) (210.0 - 419.9 mm: can be cut using memory cut stored)
Cutting method	Guillotine cutter
Feeding method	Rubber rollers Feeding pressure adjustment (3 steps) * Feed support guide * Curl stopper roller
Load capacity	45 mm 500 sheets (55 kg/64 gsm, bond paper)
Cut accuracy	+/- 0.5 mm * Not including last piece * May not be guaranteed depending on operating conditions and paper conditions.
Cut size	A3 (2, 3, 4, 5, 6, 7 cut) A4 (2,3, 4, 5) A4R (2, 3) A5 (2, 3) A5R (2) B4 (2, 3, 4, 5, 6) B4R (2, 3, 4) B5 (2, 3, 4) B5R (2, 3) 14" (2, 3,4, 5, 6) 11" (2, 3, 4, 5) 8.5" (2, 3, 4)
Process speed	Approx. 2,640 sheets/h (A4 3 cut, high-speed, no-slitter) Approx. 2,280 sheets/h (A4 3 cut, middle-speed, no-slitter) Approx. 1,260 sheets/h (A4 3 cut, low-speed, no-slitter) * Varies depending on slitter (with/without). * Number of processed sheets varies depending on paper conditions.
Stacker	Dropping stacker
Stacker capacity	Installed on the lower side: 75 mm, 800 sheets (55 kg/64 gsm) Installed on the upper side: 35 mm, 400 sheets (55 kg/64 gsm)
Memory cut storage	Up to 100 types
Memory cut paper size	Length: 110 - 420 mm, Width: 106 - 364 mm
Memory cut limit	17.1 - 54.9 mm: Cannot be cut.
Display	144x32 dots LCD with backlight

Model name	Cut Sheet Cutter FD 574
Other features	Interlock safety cover (top cover / rear cover) Sheet counter (0 - 9999 sheets) Cutter counter (0 - 9999 cuts) Preset counter (0 - 999 sheets) JOB display (ON/OFF) Slitter checking mode Auto select of finishing process (Standard, Straight conveyor) Auto power off (OFF, 5, 15, 30, 60 min) Cut position adjustment (-15.0 mm - 0 - +15.0 mm) Process speed (3 steps) Proof feed Automatic cut up function (including the following conditions) * Finished cut accuracy: +/-0.7 mm * May not be guaranteed depending on use condition and paper conditions.
Detections	Cover (top cover / rear cover) Paper empty Paper feed lever Paper feed error Double feed (3 steps) * May not be detected depending on print darkness and print pattern. Paper conveyance error Cutter lock
Optional equipment	Center slitter unit Gutter guide Perforator (Standard/Micro) unit Attachment kit Straight conveyor Cabinet
Dimensions	In use: 795mm(W) × 575mm(D) × 250mm(H) Folded: 600mm(W) × 575mm(D) × 280mm(H)
Weight	32 kg
Power supply	100-230 V, 50/60 Hz, 0.5 - 0.3 A
Power consumption (100 V, 115 V, 230 V)	Standby: 13.2 W, 13.0 W, 13.0 W In operation: 39.6 W, 39.2 W, 38.8 W (No options attached) In operation: 34.6 W, 34.5 W, 34.0 W (with straight conveyor)
Operating temperature	10 - 30 degrees C
Operating humidity	40 - 70% (no condensing)

NOTE

Specifications are subject to change without prior notice.

