

# FORMAX<sup>®</sup>

---

Square IT 2  
Squareback Booklet Finisher

 **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 10m of the apparatus concerned.*

## Introduction

This manual contains instructions on the operation and maintenance of this machine. To get 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.*

## 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:
  - 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).
- 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). 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 for the weight of the machine. This equipment is not suitable for use in locations where children are likely to be present.
- This equipment is only intended for instructed and qualified operators.
- Operators shall be familiar with the safety information in this manual and other safety information supplied with this equipment.

## General safety, continued

### 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).*
- *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.*

### WARNING:

**Do not put fingers or other parts between moving parts.**

Page intentionally blank.

Page intentionally blank.

Page intentionally blank.



# TABLE OF CONTENTS

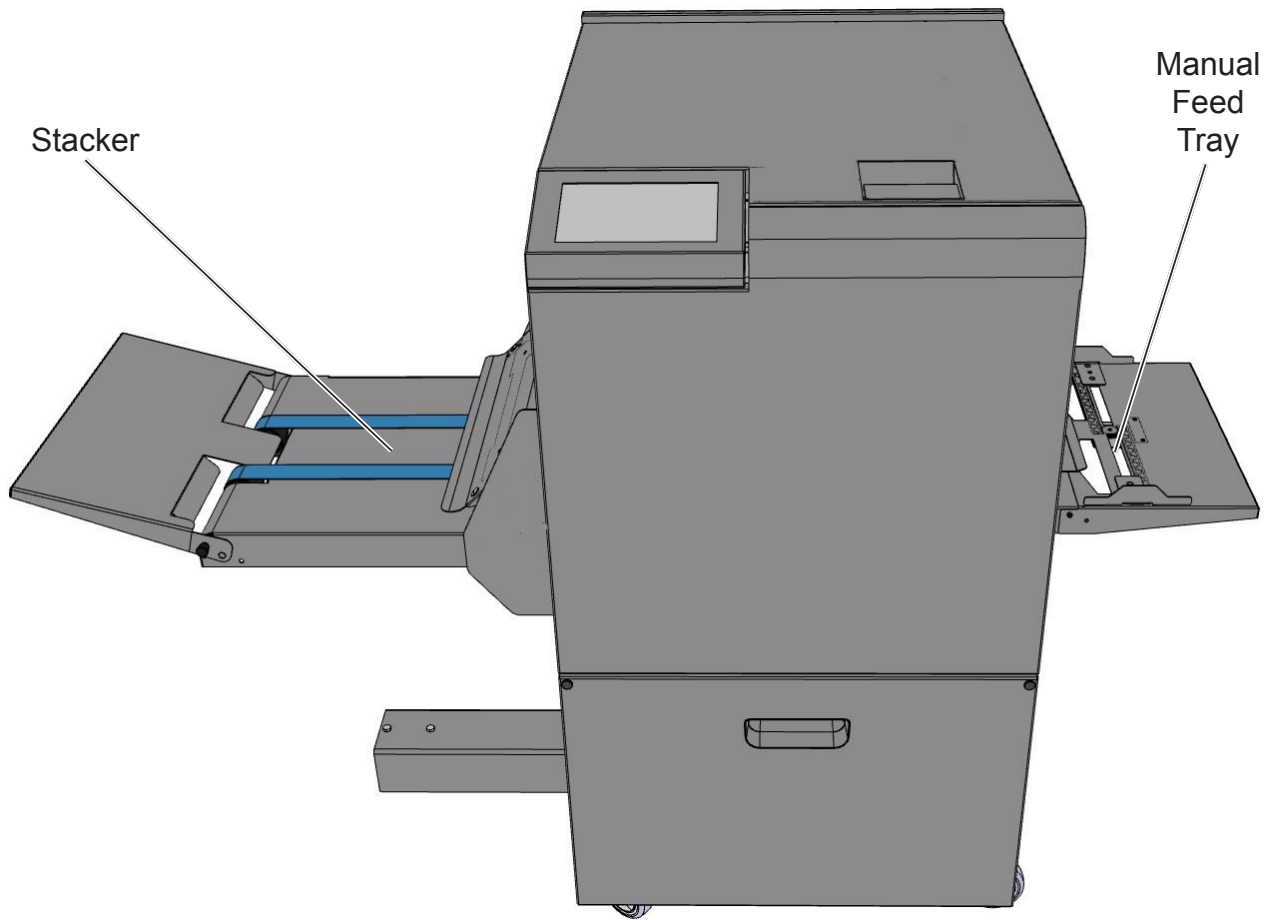
<b>What You Can Do With This Machine</b> .....	<b>11</b>
<b>Guide To Components</b> .....	<b>12</b>
Graphical User Interface .....	15
Control Panel .....	15
<b>1. Basics</b> .....	<b>17</b>
<b>Turning On / Off the Main Power</b> .....	<b>17</b>
Power switch .....	17
<b>Emptying the waste bin</b> .....	<b>18</b>
<b>2. Setting Up a Job</b> .....	<b>19</b>
<b>Manual Feed</b> .....	<b>19</b>
Manual Feed - Main Menu .....	19
Booklet Size .....	19
Face Trim .....	20
Side Trim .....	20
Square Fold .....	21
Booklet Production .....	22
Feeding Booklets .....	23
<b>3. Jobs</b> .....	<b>25</b>
<b>Handling Jobs</b> .....	<b>25</b>
Loading a Job .....	25
Saving a Job .....	25
Saving a New Job .....	26
Deleting a Job .....	26
<b>4. Tools</b> .....	<b>27</b>
<b>The Tools Menu</b> .....	<b>27</b>
Square Folder Fine Adjustment .....	27
Counter .....	28
Units .....	28
Language .....	28
Software Version .....	29
Service Mode .....	29
<b>5. Troubleshooting</b> .....	<b>31</b>
<b>Jams</b> .....	<b>31</b>
Jam codes list .....	31
Clearing a jam condition .....	32
Other messages .....	32
Cover Open Messages .....	32
Empty Waste Bin .....	33
Stacker Full .....	33
Power Save Mode .....	33
Please Wait Screen .....	34

*Continued on next page...*

<b>6. Remarks</b> .....	<b>35</b>
<b>Do's And Don'ts</b> .....	<b>35</b>
<b>Where to put Your Machine</b> .....	<b>36</b>
Machine environment .....	36
Power connection .....	36
<b>Maintaining Your Machine</b> .....	<b>37</b>
Cleaning the sensors .....	37
Sensors' location .....	37
<b>Operational Best Practices</b> .....	<b>39</b>
<b>Limitations</b> .....	<b>40</b>
<b>7. Specification</b> .....	<b>41</b>
<b>Machine Specifications</b> .....	<b>41</b>

---

## What You Can Do With This Machine



The Fomax Square iT2 is a stand-alone machine that allows for square folding and trimming of booklets.

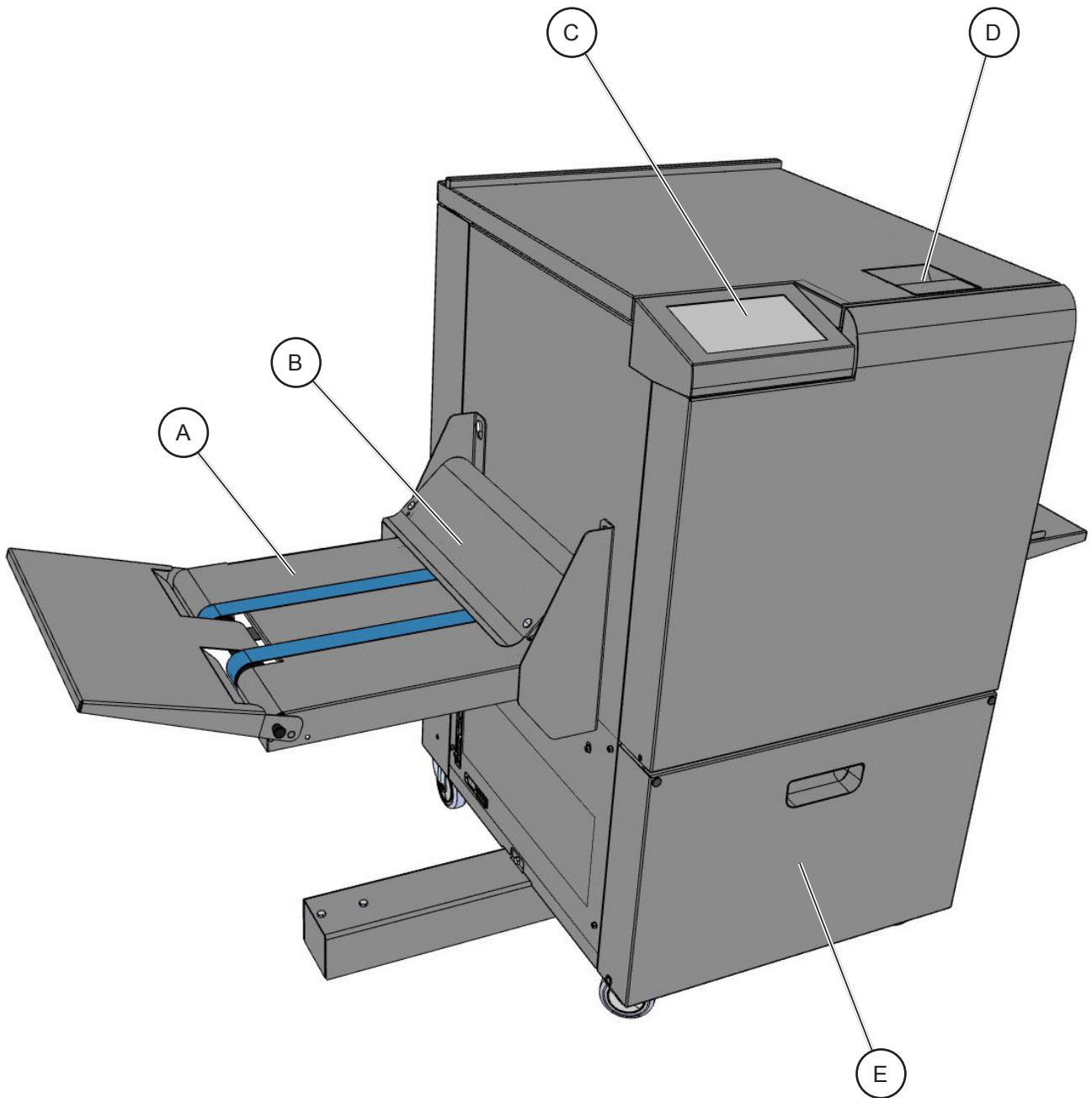
Stapled booklets are fed in the machine through the Manual Feed Tray and are delivered on the Stacker.

When the booklets are fed into the machine, an align module transports them into the trimming area, where it trims the sides of the booklets, in multiple passes.

Finally, the booklets get squarefolded and fed out on the belt stacker.

---

## Guide To Components



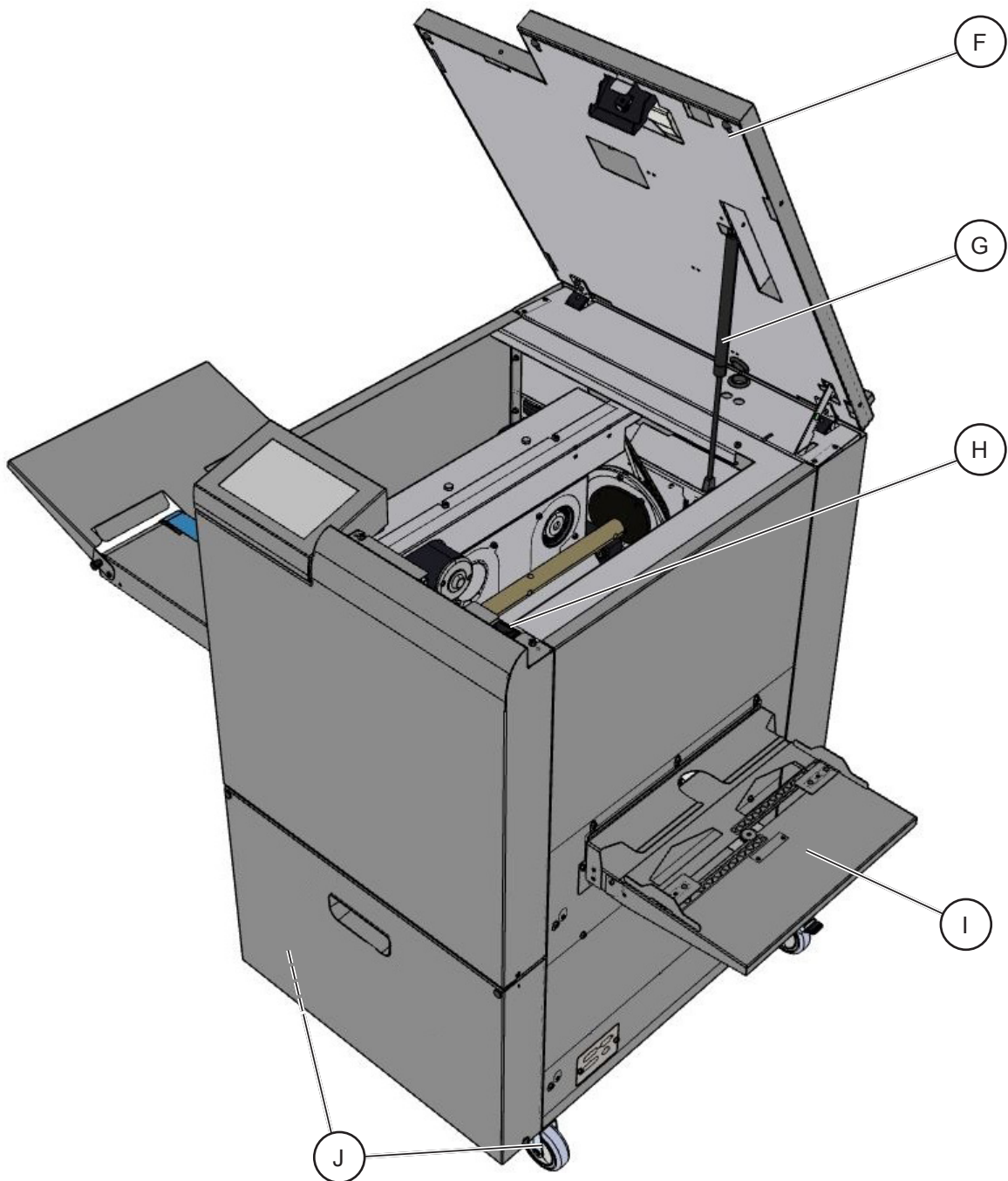
- A. Belt Stacker
- B. Belt Stacker Cover
- C. Graphical User Interface (GUI)

- D. Latch Handle
- E. Waste Tray

*Continued on next page...*

---

## Guide To Components (continued)

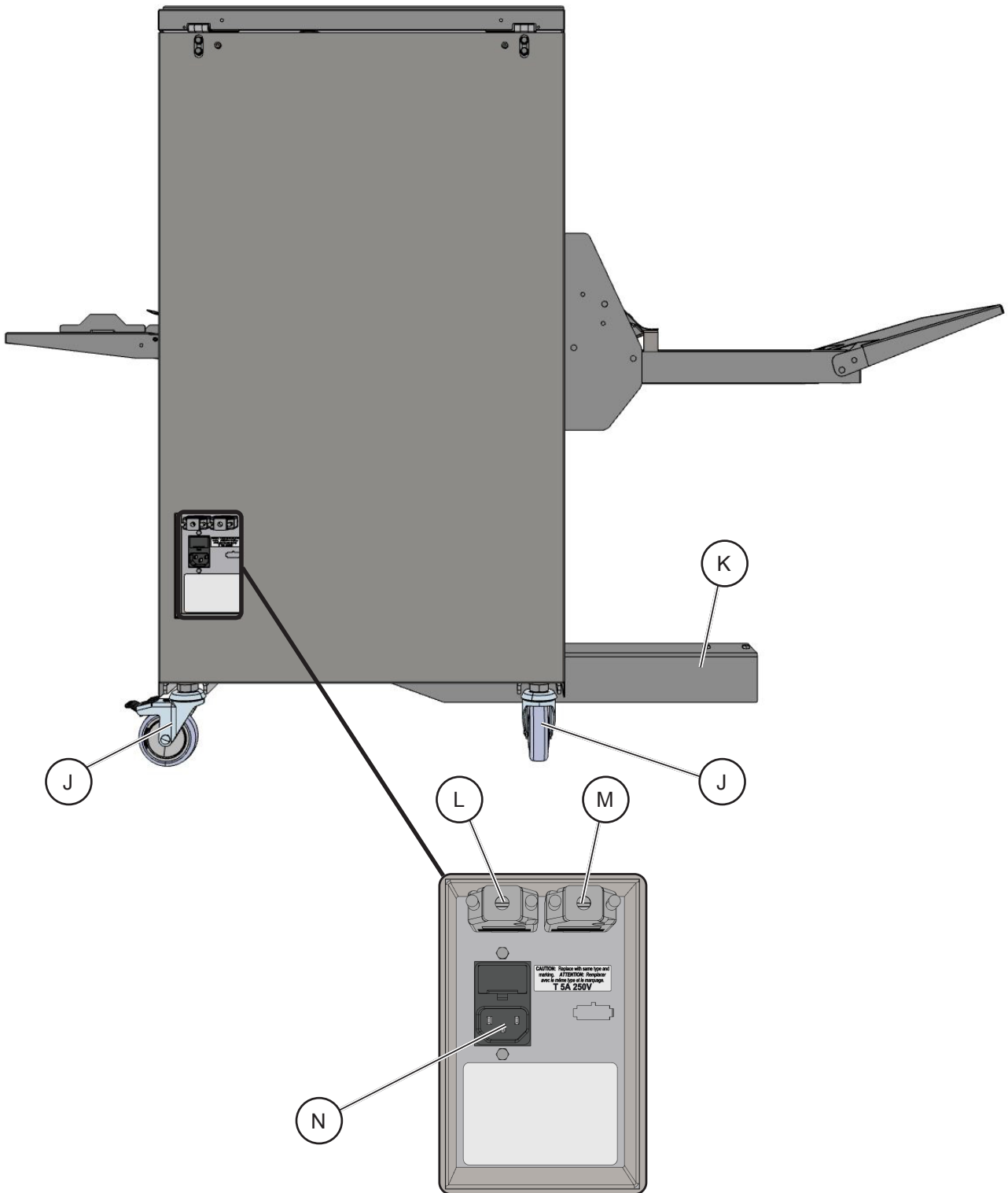


F. Top Cover  
G. Gas Strut  
H. Power Switch

I. Manual Feed Tray  
J. Casters

*Continued on next page...*

## Guide To Components (continued)



K. Tilt protection bar  
L. Shorting Plug

M. Shorting Plug  
N. Power Socket

---

# Guide To Components (continued)

---

## Graphical User Interface

---

The Formax Square iT2 has a Graphical User Interface (GUI) / touchscreen control panel which allows for viewing or adjusting local machine settings and properties.

---

### Control Panel

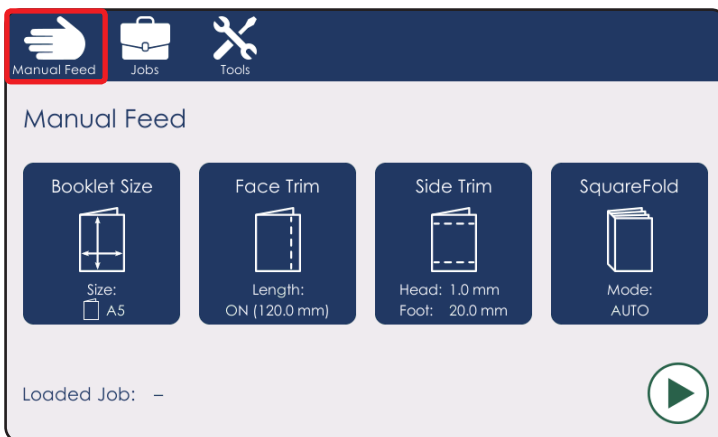
---

The control panel is a touchscreen. Point at the screen and press the “button” to reach the desired function or change the desired setting.



#### Welcome screen

When the system power is switched on, a welcome screen will be displayed on the screen while the machine initializes.



#### Manual Feed

Once the system is ready, the Manual Feed Menu will be shown.

From the Manual Feed Menu, the user can access the Manual feed options. See Section 2 for a detailed description of the Manual Feed Menu.

*Continued on next page...*

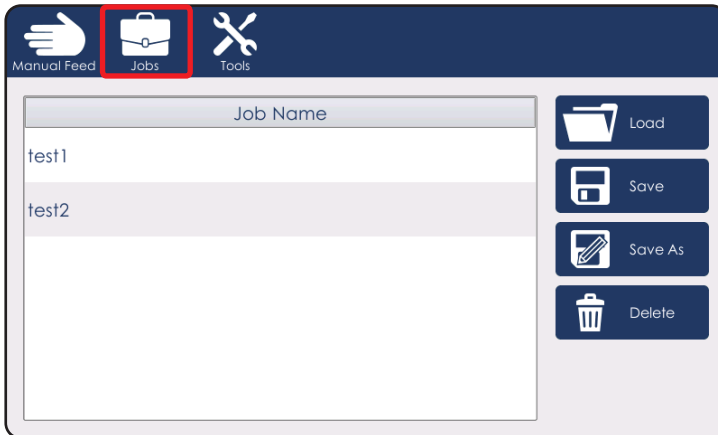
---

# Guide To Components (continued)

---

## Control Panel (continued)

---

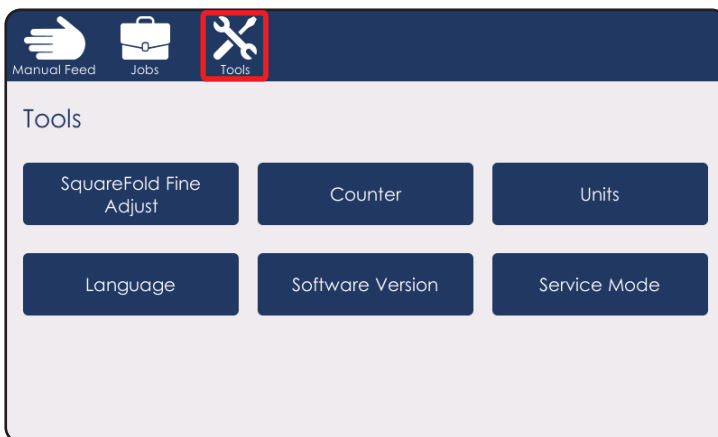


### Jobs

Pressing [Jobs] on the top ribbon of the screen will open the Jobs sub-menu.

This sub-menu allows for programming of jobs.

See Section 3 for a detailed description of the Jobs sub-menu.



### Tools

The Tools sub-menu contains a number of options that will allow the user to:

- *Fine adjust settings for the Square Fold option,*
- *View and reset the counter,*
- *Choose the Units,*
- *Select the language,*
- *View the Software Version installed on the machine.*

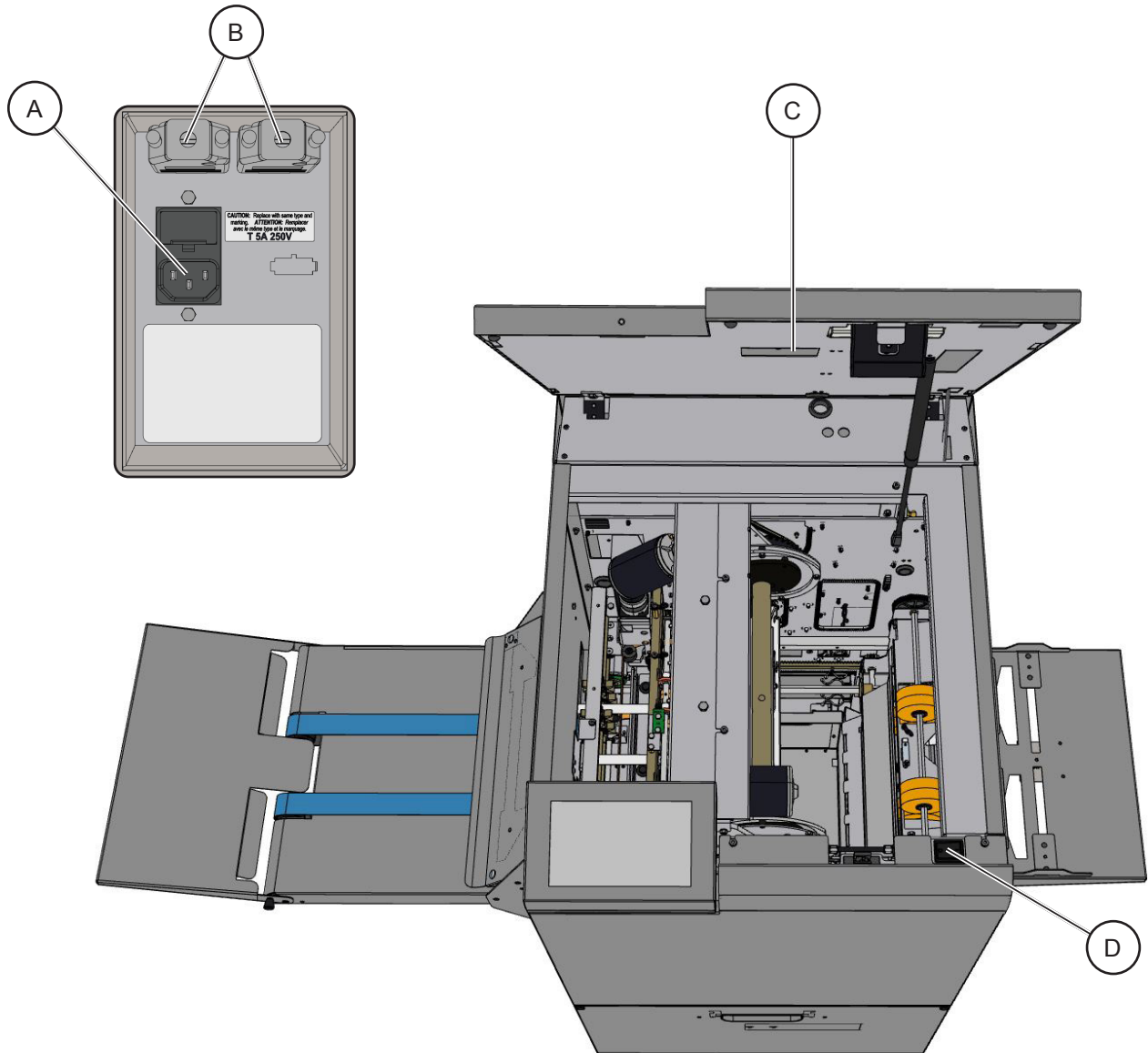
The Service Mode is to be used only by authorized technicians. See Section 4 for a detailed description of the Tools menu.



# 1. Basics

## Turning On / Off the Main Power

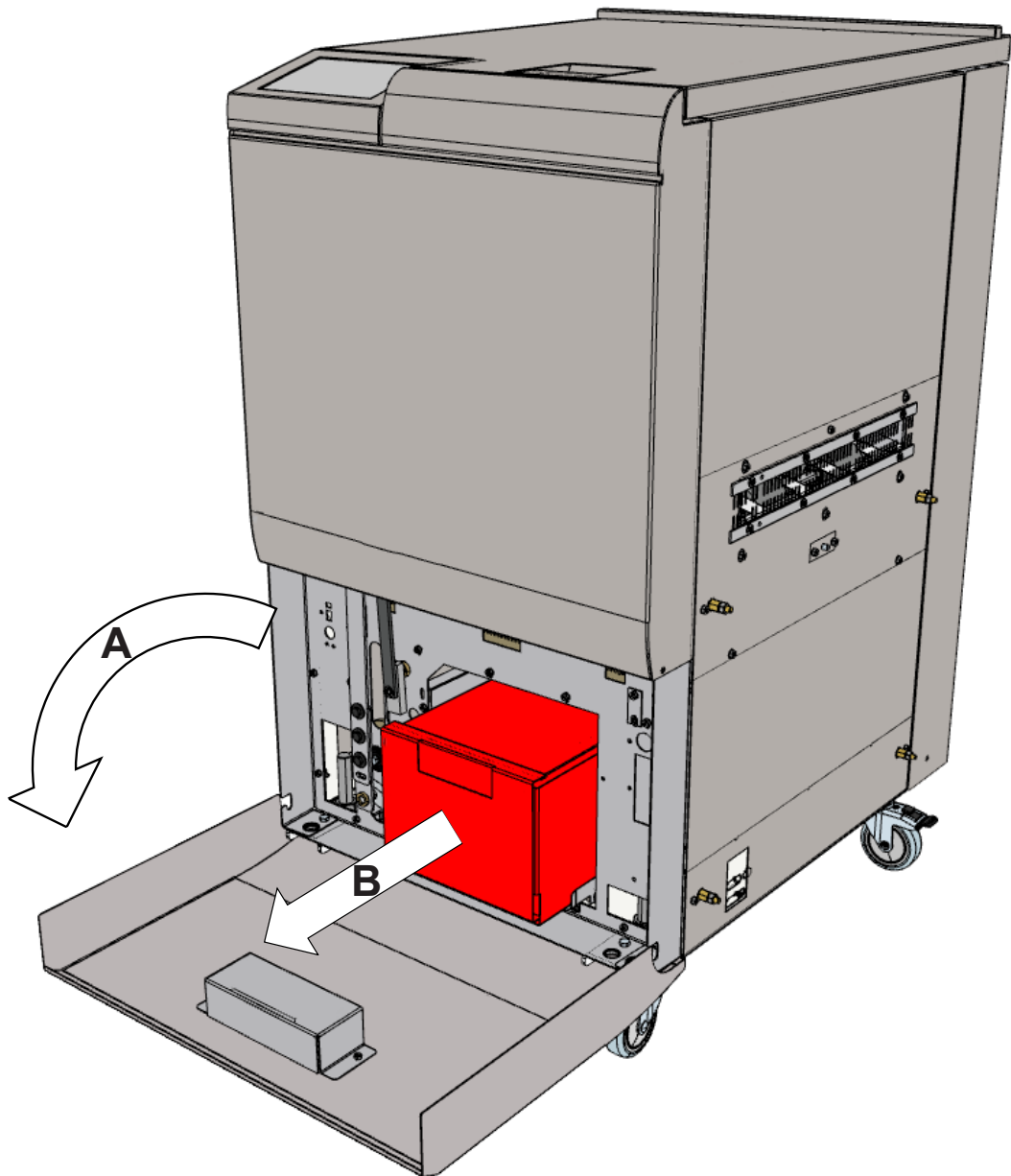
### Power switch



- 1 Ensure that the main power cord is plugged into the wall and to the back of the Square IT 2 Trimmer [A].
- 2 Make sure the two shorting plugs are plugged in, as shown in the picture [B].
- 3 Open the top lid [C].
- 4 Toggle on/off the Power Switch [D].
- 5 Close the top lid.

## Emptying the waste bin

1



- 1 Pull up and then out the lower front cover to open it [A].
- 2 Remove [B] the waste bin (in red) and empty it.
- 3 Replace the waste bin and close the waste bin cover.

# 2. Setting Up a Job

## Manual Feed

### Manual Feed - Main Menu

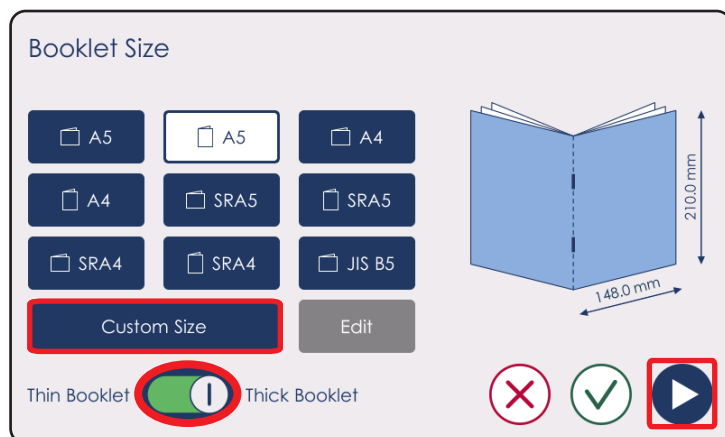


#### Main Menu

The main menu allows the user to choose the following finishing options before starting the production process:

- Booklet Size;
- Face Trim;
- Side Trim;
- SquareFold.

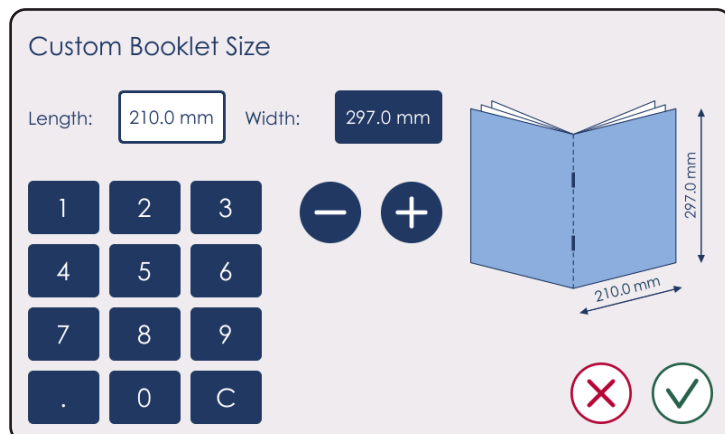
### Booklet Size



#### Booklet Size

This menu allows the user to choose the finished booklet size: the user can either select one of the standard sizes or input a custom size.

Toggle the Thin / Thick Booklet option depending on the size: choose "Thick Booklet" when the booklet is thicker than 1.3 mm or 0.051 inches (approximately 6 sheets 80 g/m<sup>2</sup>), choose "Thin Booklet" when the booklet is thinner than 1.3 mm.



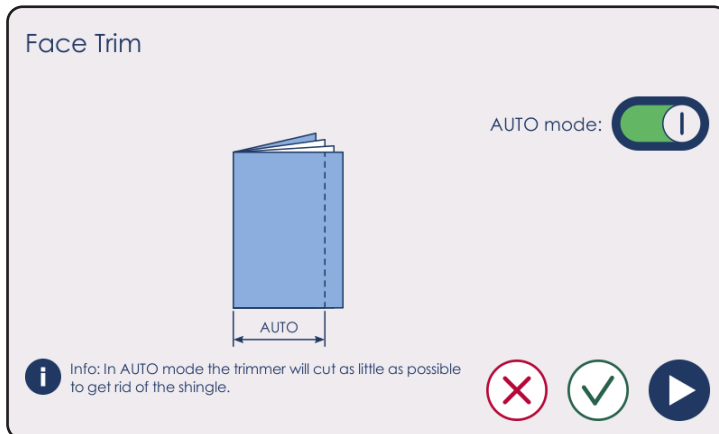
#### NOTE:

Selecting [Custom Size] only, will recall the last custom size entered. Selecting [Custom Size] and then [Edit] will open a new screen that allows for entering of custom values. If the values chosen are out of the paper bounds, the lengths will automatically be adjusted to the limit values.

Push the green check mark to confirm the changes or the red cross to discard them and to go back to the main menu. Pushing the blue play button will bring the user to the next setting: "Face Trim".

## Face Trim

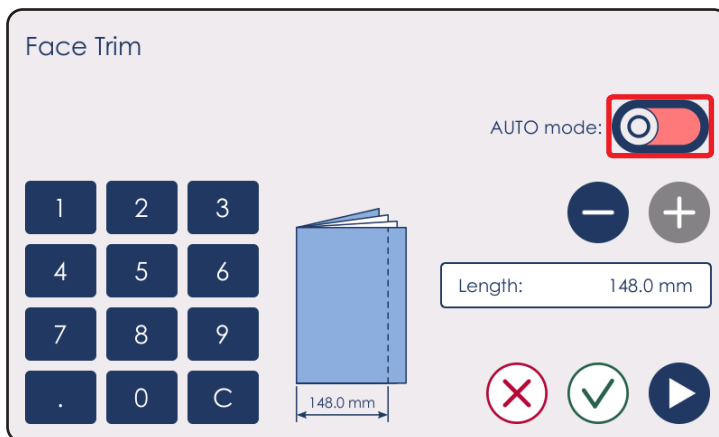
2



### Face trim

This function trims the edge of the booklet to get an even length on every page.

When "AUTO mode" is on, a minimum trim is performed on the booklet to get rid of the shingle.



If the amount of trim is not satisfactory, the user can adjust it manually by tapping on the switch, which will turn the Auto mode off and will open a new screen for entering new value.

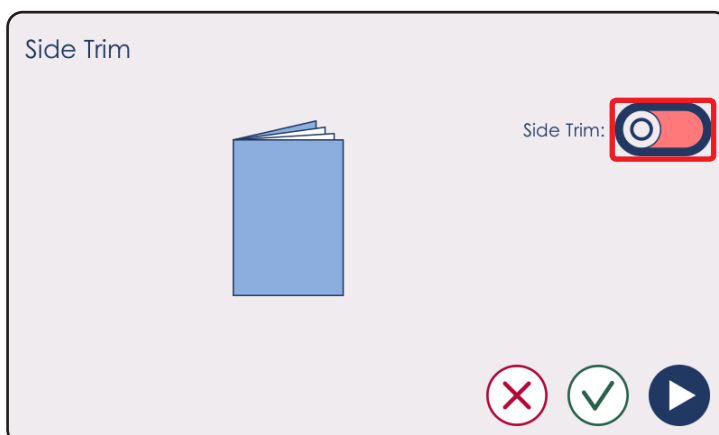
To adjust the amount of face trim, press [+] or [-] or enter the desired length of the booklet using the numeric keypad.

### NOTE:

*If the values chosen are out of the paper bounds, the lengths will automatically be adjusted to the limit values.*

Push the green check mark to confirm the changes or the red cross to discard them and to go back to the main menu. Pushing the blue play button will bring the user to the next setting: "Side Trim".

## Side Trim



### Side trim

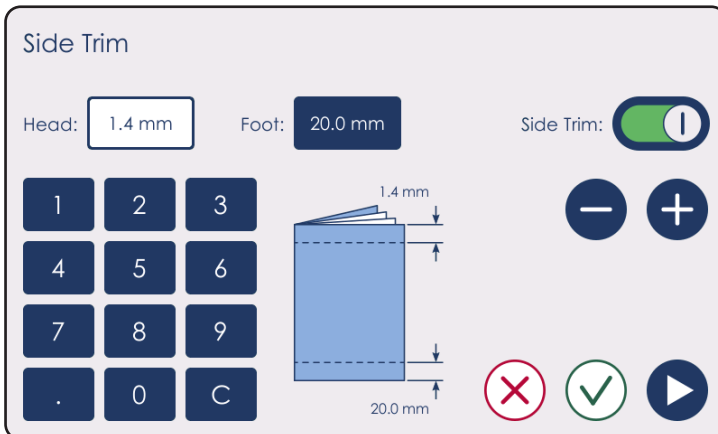
This function trims the sides of the booklet, in multiple passes (see pg. 23). Side trim is set off by default and can be turned on by toggling the switch.

### NOTE:

*Use side trim with caution. Please note the position of the staples, set head and foot trims so that the staples are not cut.*

*Continued on next page...*

## Side Trim (continued)



To adjust the amount of side trim, press [+] or [-] or enter the desired length of the booklet using the numeric keypad.

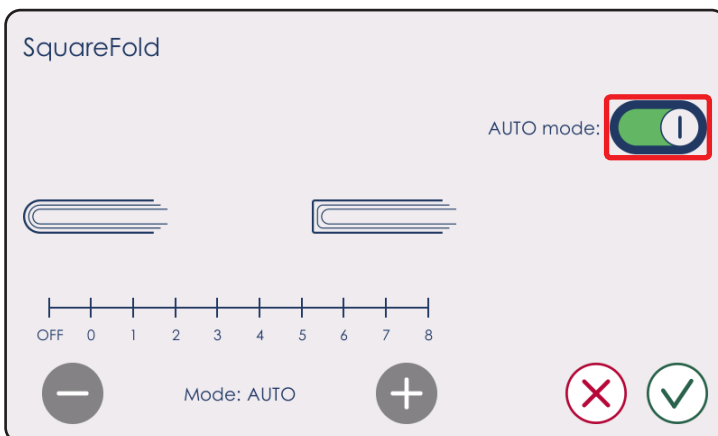
**NOTE:**

*The maximum amount of trimming on each side is 24 mm / 0.94”.*

Push the green check mark to confirm the changes or the red cross to discard them and to go back to the main menu. Pushing the blue play button will bring the user to the next setting: “Square Fold”.

2

## Square Fold



### Square Fold

The operator has the option of sharpening or softening the square edges of the finished booklet spine based on application or preference. The Auto mode is on by default but, if the square fold is not satisfactory, the user can adjust it manually by tapping on the green switch, which will turn off the Auto mode.



To adjust the amount of Square fold pressure, press [+] for sharper edges and [-] for softer edges.

Push the green check mark to confirm the changes or the red cross to discard them and to go back to the main menu.

**NOTE:**

*If the Square Folder does not give satisfactory results, it might need to be Fine Adjusted. To do so, see “Square Folder Fine Adjustment” under section 3 of this manual.*

---

## Booklet Production

---

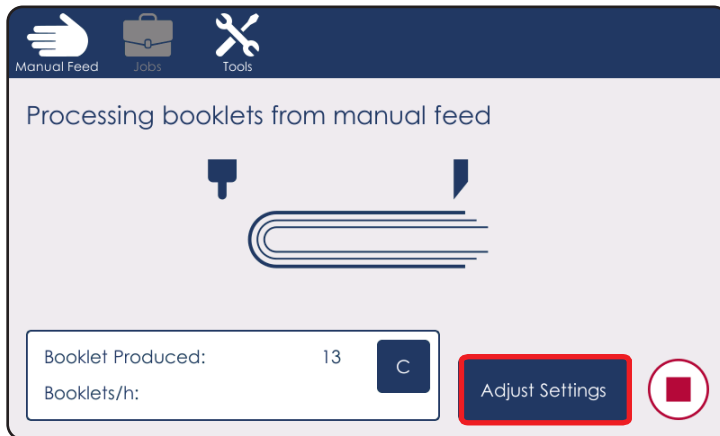
2



### Booklet Production

Once all the settings have been adjusted, press on the play button to start Booklet Production.

Refer to “*Feeding Booklets*” to understand how to correctly feed a booklet in the machine.



When the Booklet Production is started, this screen is shown.

The operator can adjust some settings while the booklets are being produced by pressing [Adjust Settings]. This will bring the user back to the Manual Feed Menu.

The user can then modify the finishing settings as described earlier in this section.

### NOTE:

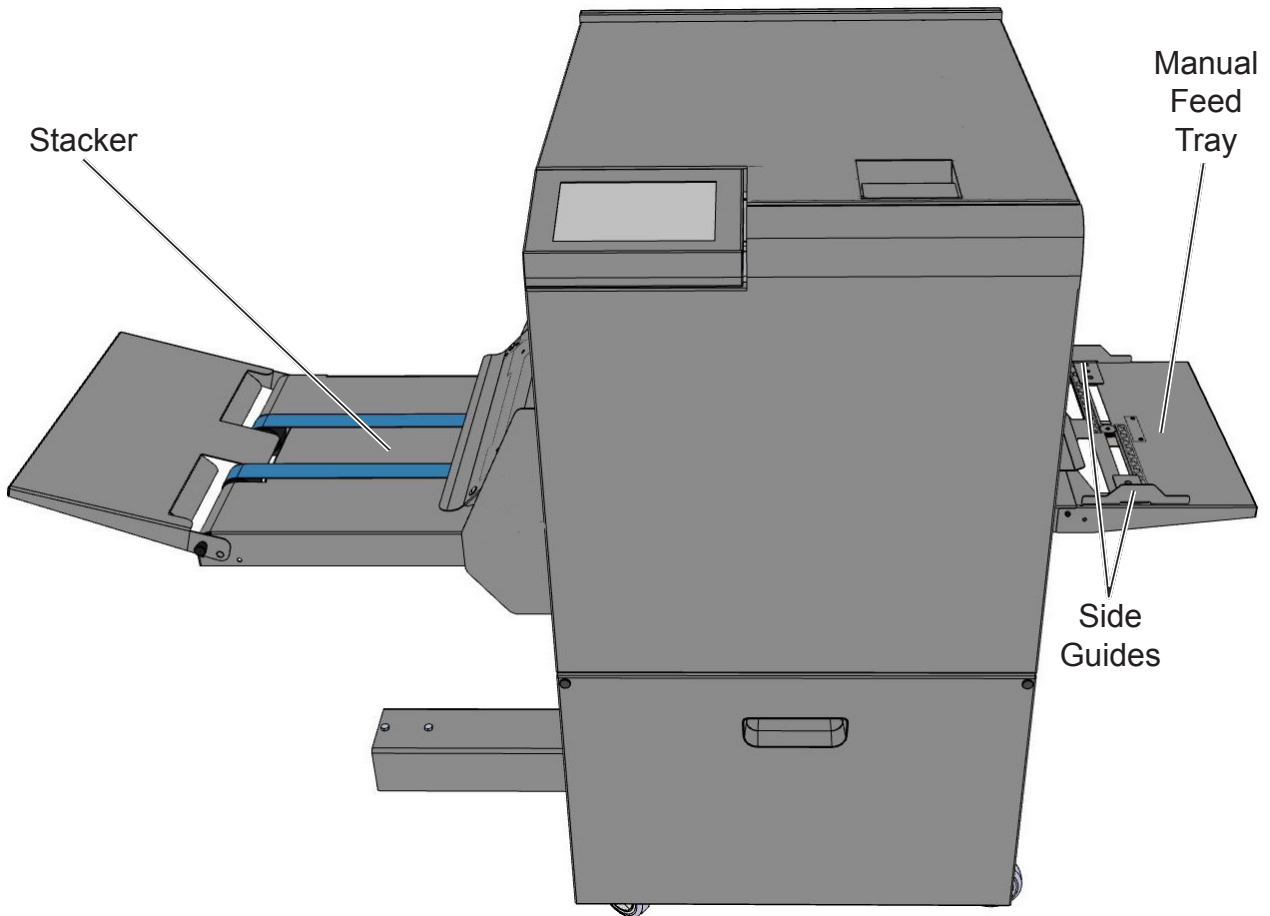
*Squaring can be changed without any limitation when running the machine, while Trimming can be adjusted only in the range of  $\pm 3$  mm /  $\pm 0.12$ ”.*

*If trimming needs to be adjusted further, operations first need to be stopped: this is done by pressing the red stop button.*

---

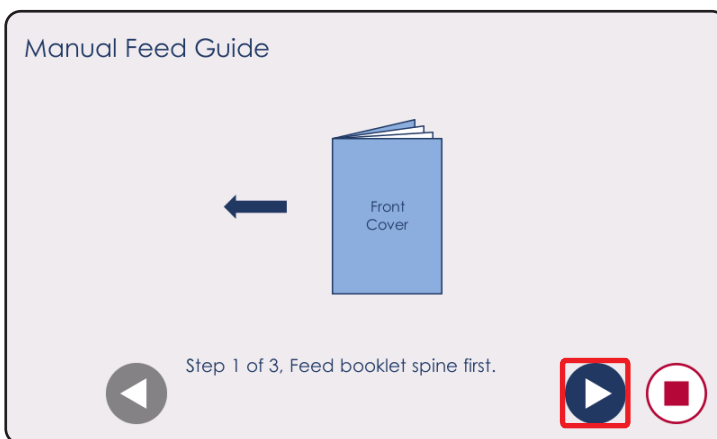
## Feeding Booklets

---



### Feeding Booklets

Booklets are fed in the machine through the Manual Feed Tray and are delivered on the Stacker. Set the side guides on the hand feeding table to the correct booklet size before starting the feeding procedure to make sure that the booklets enter centred into the machine. If performing side trimming as well, the booklets will need to be fed three times each to allow the machine for trimming of the sides of the booklets as well. When side trimming is enabled, the “manual feed guide” will appear on the screen to guide the user through the procedure. Follow the three steps as shown on the screen and as described in this section.



### First step

Feed the booklet(s) in the machine with the booklet spine facing the infeed side of the machine.

If trimming more than one booklet, the user can feed as many booklets as needed before proceeding to the next step.

Pushing the blue play button will bring the user to the next page of the guided procedure.

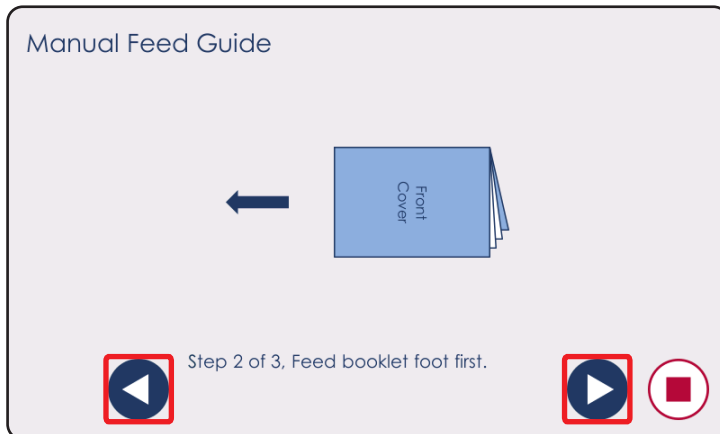
*Continued on next page...*

---

## Feeding Booklets (continued)

---


2

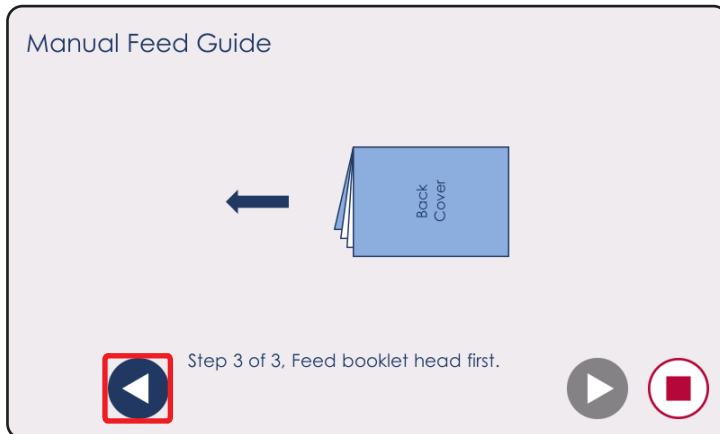


### Second step

Feed the booklet(s) in the machine with the booklet foot facing the infeed side of the machine.

Pushing the right play button will bring the user to the next page of the guided procedure, pushing the left play button will bring the user to the previous page of the guided procedure.


 **NOTE:** the booklet spine should be oriented towards the non-operator side of the machine, as shown on the User Interface.



### Third step

Feed the booklet(s) in the machine with the booklet head facing the infeed side of the machine.

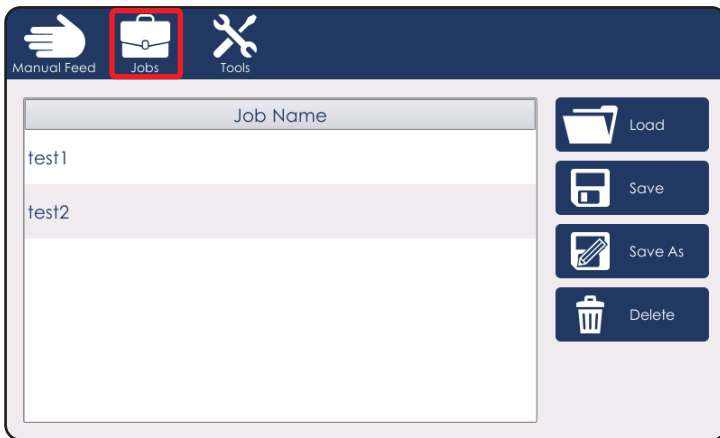
Pushing the blue play button will bring the user to the previous page of the guided procedure.

 **NOTE:** the booklet spine should be oriented towards the non-operator side of the machine, as shown on the User Interface.



# 3. Jobs

## Handling Jobs



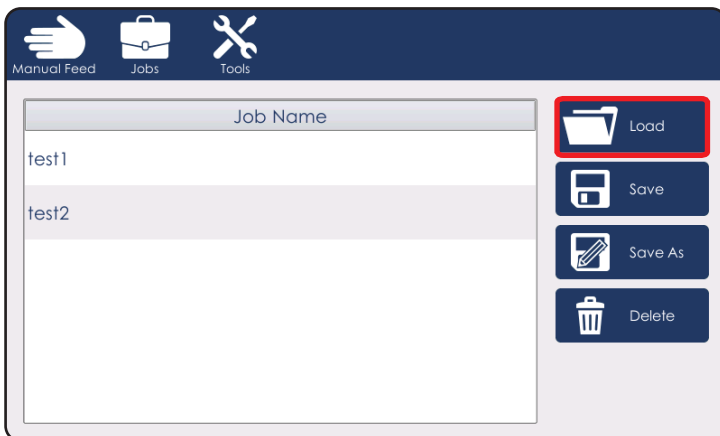
Pressing [Jobs] on the top ribbon, opens the Jobs sub-menu.

From here the operator can open a saved job. Saved jobs can be customized and deleted.

---

## Loading a Job

---

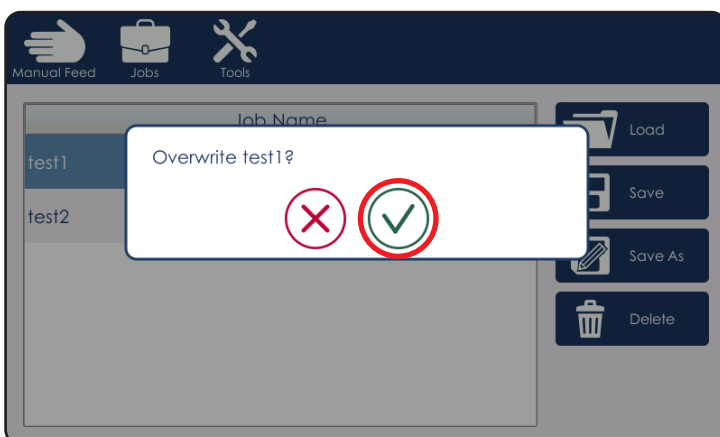


The user can load a job by selecting it from the saved jobs list and then pushing [Load].

---

## Saving a Job

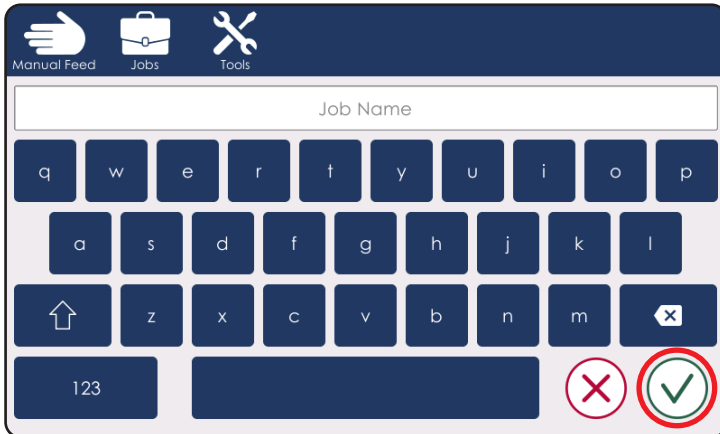
---



After having selected the desired Job from the job list, push [Save] to save changes to it.

Push the green check mark to confirm.

## Saving a New Job

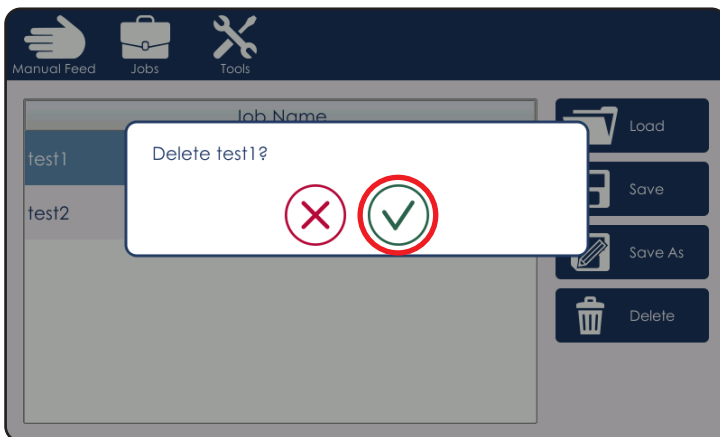


Push [Save as] in the Job sub-menu to save a new job and insert a new name.

The new job will be based on the last job loaded.

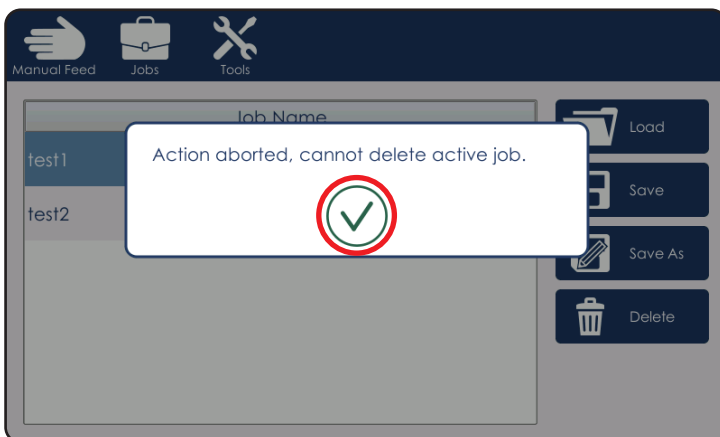
3

## Deleting a Job



Select a Job from the saved Jobs list and delete it by pressing [Delete].

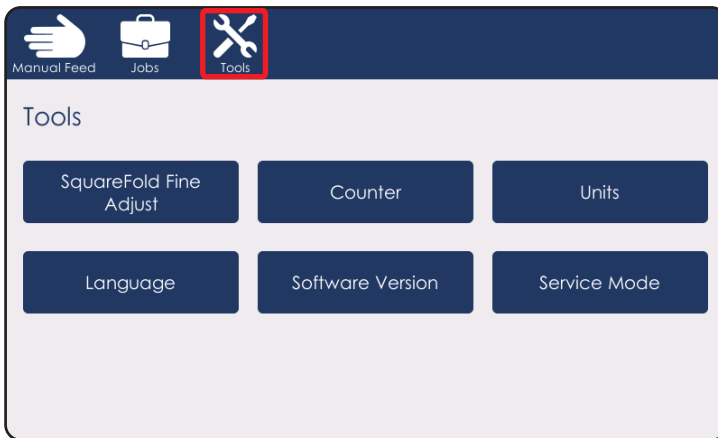
Confirm you want to delete the job by pressing on the green check mark.



**NOTE:** deleting an active job is not possible.

# 4. Tools

## The Tools Menu



### Tools

The Tools sub-menu contains a number of options that will allow the user to:

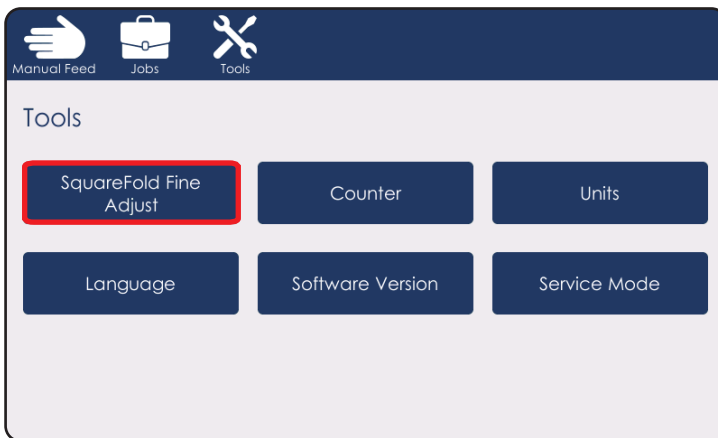
- *Fine adjust settings for the Square Fold option,*
- *View and reset the counter,*
- *Choose the Units,*
- *Select the language,*
- *View the Software Version installed on the machine.*

The Service Mode is to be used only by authorized technicians.

---

## Squaring Fine Adjustment

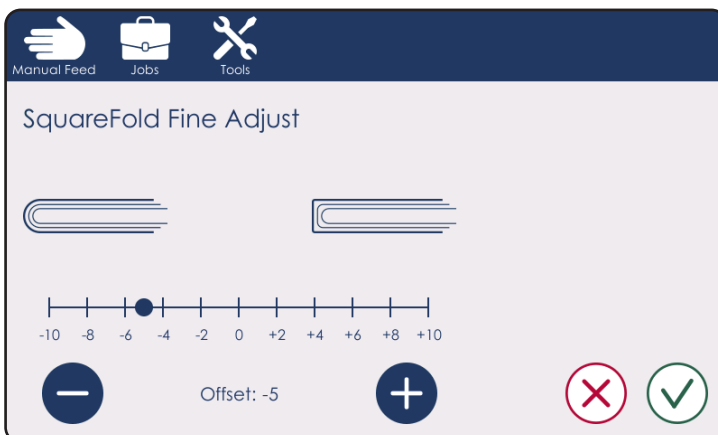
---



### Squaring Fine Adjustment

Press [Square Fold Fine Adjust] to get to the Fine Adjustment sub-menu.

This function works as a pre-adjustment for the Square Fold function and should be used *only* if the regular adjustment of the Square Fold of the booklet does not give the expected results (see section 2 of this manual).



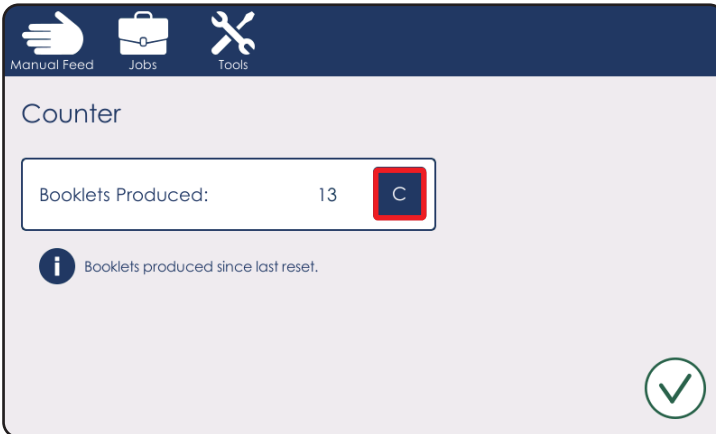
If the machine produces a too sharp or too soft a square on the booklets, the user can lower or increase its squaring preset by pressing [+] for sharper edges and [-] for softer edges.

Press the Green Check mark to confirm the changes and return to the previous menu. Otherwise, press the red cross to discard changes and return to the previous menu.

---

## Counter

---



### Counter

The Counter shows the number of booklet produced since its last reset.

Press [C] to reset it.

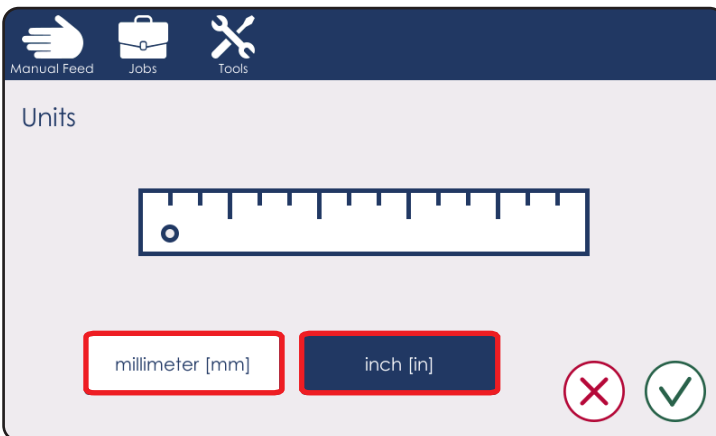
Press the Green Check mark to return to the tools menu.

4

---

## Units

---



### Units

This sub-menu allows the user to toggle between inches and millimeters.

*NOTE: changing this setting will affect every menu in the machine.*

Press the Green Check mark to confirm the changes and return to the previous menu. Otherwise, press the red cross to discard changes and return to the previous menu.

---

## Language

---



### Language

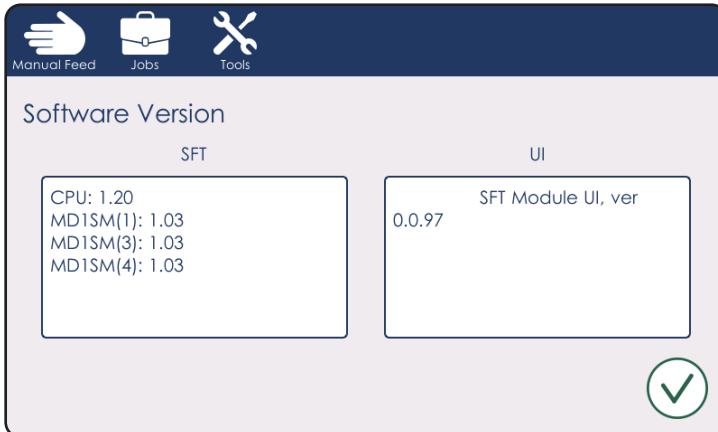
Select desired operating language for the machine by tapping on it.

Press the Green Check mark to confirm the changes and return to the previous menu. Otherwise, press the red cross to discard changes and return to the previous menu.

---

## Software Version

---



### Software Version

Press [Software Version] to get to the Software Version sub-menu.

This sub-menu allows the user to check the installed software version on both the Graphical User Interface and on the Main Module.

Press the Green Check mark to return to the previous menu.

4

---

## Service Mode

---



### Service Mode

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

Page intentionally blank.

# 5. Troubleshooting

## Jams

When there is either a misfeed or a fault condition in the machine, a message and a code will be displayed on the control panel. Some codes, mainly those regarding jams, may be rectified by the operator but fault codes may only be rectified by a certified service technician. If a job is cancelled or if there is a jam there might be an incomplete set inside the SquareIT 2. This set must be manually removed from the system by opening and closing the Top Cover: this will purge the set. If the set is not purged, it must be removed by hand.

**⚠ WARNING:**

**The trim unit has two sharp knives for trimming booklets: do not touch them for any reason and at any time. If service is needed, call a technician.**

To address codes other than those specified below, remove any paper in the paper path and power off and on the system.

If the fault code persists, contact a certified service technician.

### Jam codes list

Code #	Area	Cause
500	Infeed	Booklet has triggered Q26 while purging.
501	Infeed	Q13 (paper path sensor) not reached in time.
502	Infeed	Q13 (paper path sensor) covered too long.
503	Infeed	Q13 (paper path sensor) covered after purge.
504	Infeed	Q14 (paper path sensor) not reached in time.
505	Infeed	Q14 (paper path sensor) covered too long.
506	Infeed	Q14 (paper path sensor) covered after purge.
507	Infeed	Q13 and Q14 (paper path sensors) covered too long.
508	Infeed	Q13 and Q14 (paper path sensors) covered after purge.
509	Infeed	Q13, Q14 and Q15 (paper path sensors) covered too long.
510	Infeed	Q13, Q14 and Q15 (paper path sensors) covered after purge.
511	Infeed	Q14 and Q15 (paper path sensors) covered too long.
512	Infeed	Q14 and Q15 (paper path sensors) covered after purge.
600	Trimmer	Booklet has missed Q15 or did not go past Q15, Q16 or Q17.
601	Align	Q15 (paper path sensor) not reached in time.
602	Align	Q15 (paper path sensor) covered too long.
603	Align	Q15 (paper path sensor) covered after purge.
604	Clamper	Q16 (paper path sensor) not reached in time.
605	Clamper	Q16 (paper path sensor) covered too long.
606	Align	Q16 (paper path sensor) covered after purge.
607	Exit	Q17 (paper path sensor) not reached in time.
608	Exit	Q17 (paper path sensor) covered too long.

*Continued on next page...*

---

## Jam codes list (continued)

---

Code #	Area	Cause
609	Exit	Q17 (paper path sensor) covered after purge.
610	Align / Clamper	Q15 and Q16 (paper path sensors) covered too long.
611	Align / Clamper	Q15 and Q16 (paper path sensors) covered after purge.
612	Align / Clamper	Q15, Q16 and Q17 (paper path sensors) covered too long.
613	Align / Clamper	Q15, Q16 and Q17 (paper path sensors) covered after purge.
614	Align / Clamper	Q16 and Q17 (paper path sensors) covered too long.
615	Align / Clamper	Q16 and Q17 (paper path sensors) covered after purge.
616	Stacker	Stacker is full.
701	Waste bin	Waste bin is full.

### 5

---

## Clearing a jam condition

---

**⚠ WARNING:**

**The trim unit has two sharp knives for trimming booklets: do not touch them for any reason and at any time. If service is needed, call a technician.**

If any of the jams listed in the table above is triggered, please follow these guidelines:

- Open the top cover and remove any booklet stuck in the paper path;
- Check for misfed sheets and remove them;
- Check for debris on the paper path and remove it;
- Check that booklets on the stacker do not block path of exiting booklets;
- Ensure there are no obstructions in the paper path;
- Wipe all sensors (do not use any fluid to clean them);
- Make sure the paper size is set correctly;
- Power off and power on the machine.

---

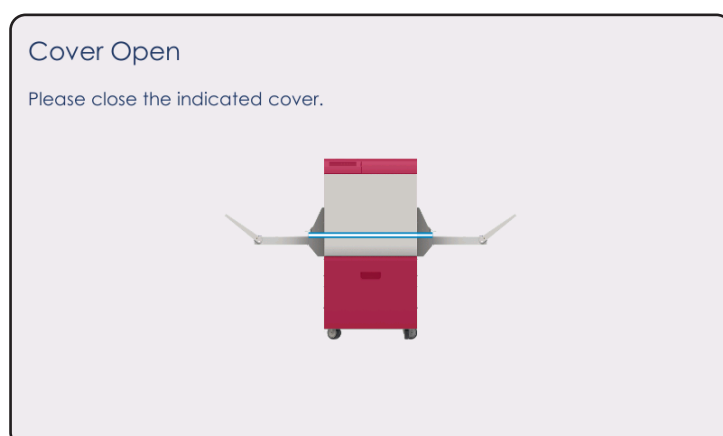
## Other messages

---

---

### Cover Open Messages

---



The Cover Open Messages warn the user that one / several cover(s) is/are open. Close the indicated cover(s) to clear the message.



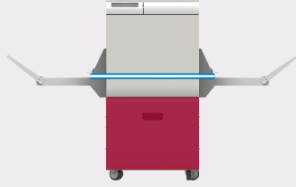
---

## Empty Waste Bin

---

### Empty Waste Bin

Please empty the waste bin.



### Empty Waste Bin

Empty the Waste Bin to clear this message. See procedure for how to empty the Waste Bin under the “Basics” section of this manual.

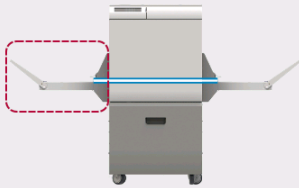
---

## Stacker Full

---

### Stacker Full

Please empty the stacker.



### Stacker Full

This message is shown when the Stacker is full.

Remove the booklets from the stacker to clear this message.

5

---

## Power Save Mode

---

Power Save

### Power Save Mode

This screen is shown when the machine has not been in use for 20 minutes.

Tap on the touchscreen to exit the Power Save Mode.

*Continued on next page...*

---

---

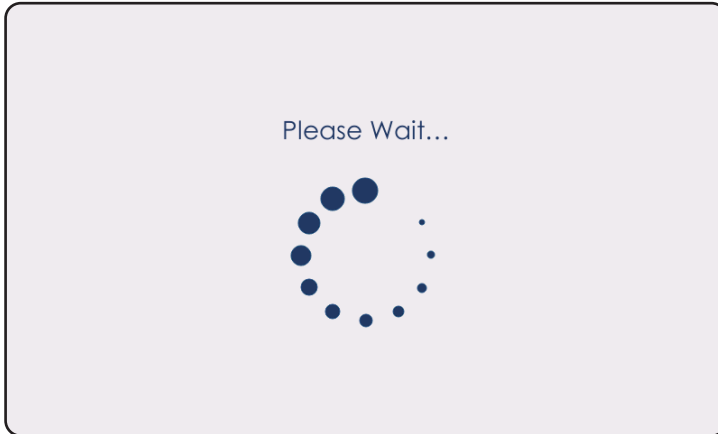
## Other messages (continued)

---

---

### Please Wait Screen

---



#### **Please Wait Screen**

The "Please Wait" screen is shown under normal operation when the machine is calibrating or initializing.

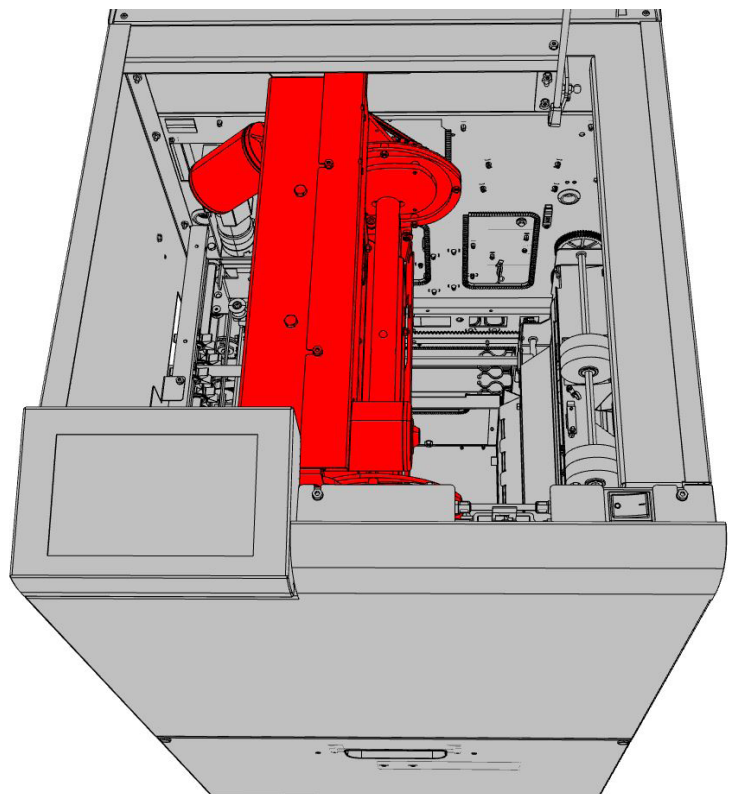
Wait until a new screen is shown.

# 6. 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 between moving parts.**
- Do not switch off the main power switch while machine is running.

**⚠ WARNING:**  
The trim unit (in red) has two sharp knives for trimming booklets: do not touch them for any reason and at any time. If service is needed, call a technician.



---

# 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.
- Directly exposed to sunlight.

6

---

## 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.

---

# Maintaining Your Machine

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

---

## Cleaning the sensors

---

The sensors need to be cleaned regularly when in use and if the unit has not been used for a period of time.

Sensors must be wiped clean with a lint free cloth.

**⚠ CAUTION:**

Never use cleaning fluids on sensors.

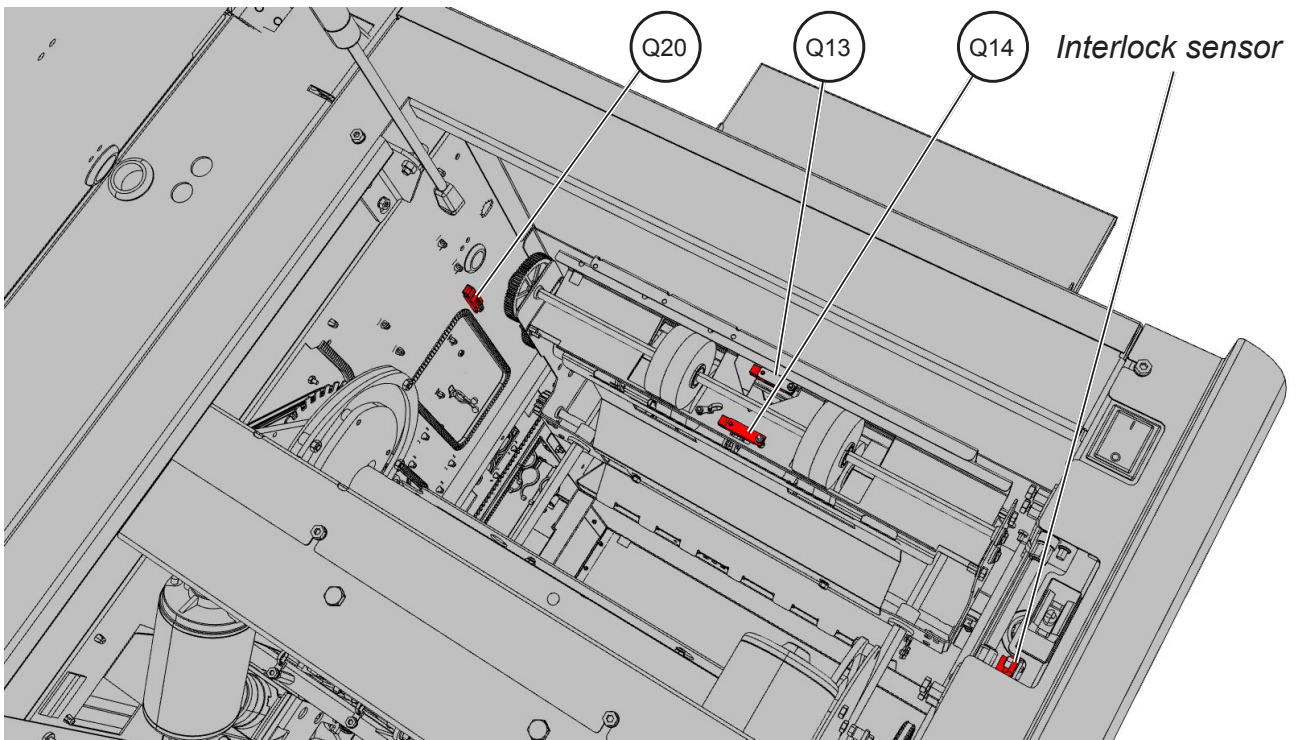
**⚠ WARNING:**

- Turn the machine off before cleaning the sensors;
- The trim unit has two sharp knives for trimming booklets: make sure not to touch them when cleaning the sensors.

---

### Sensors' location

---



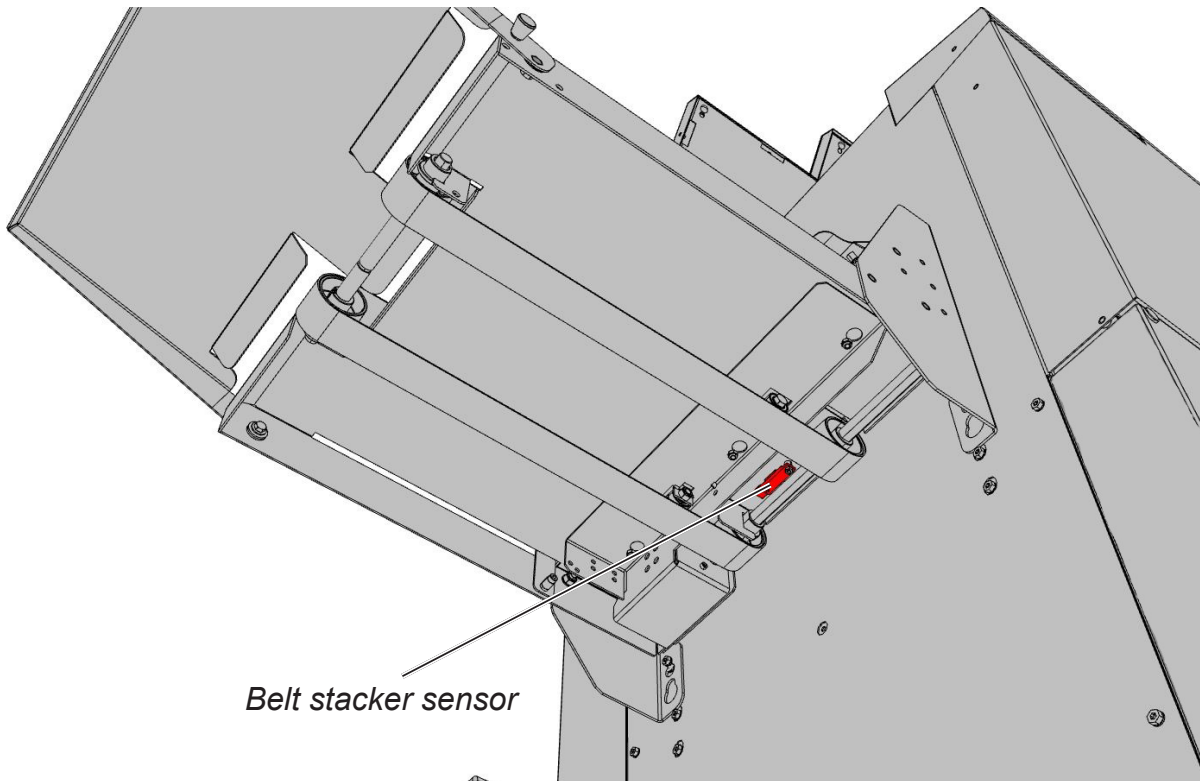
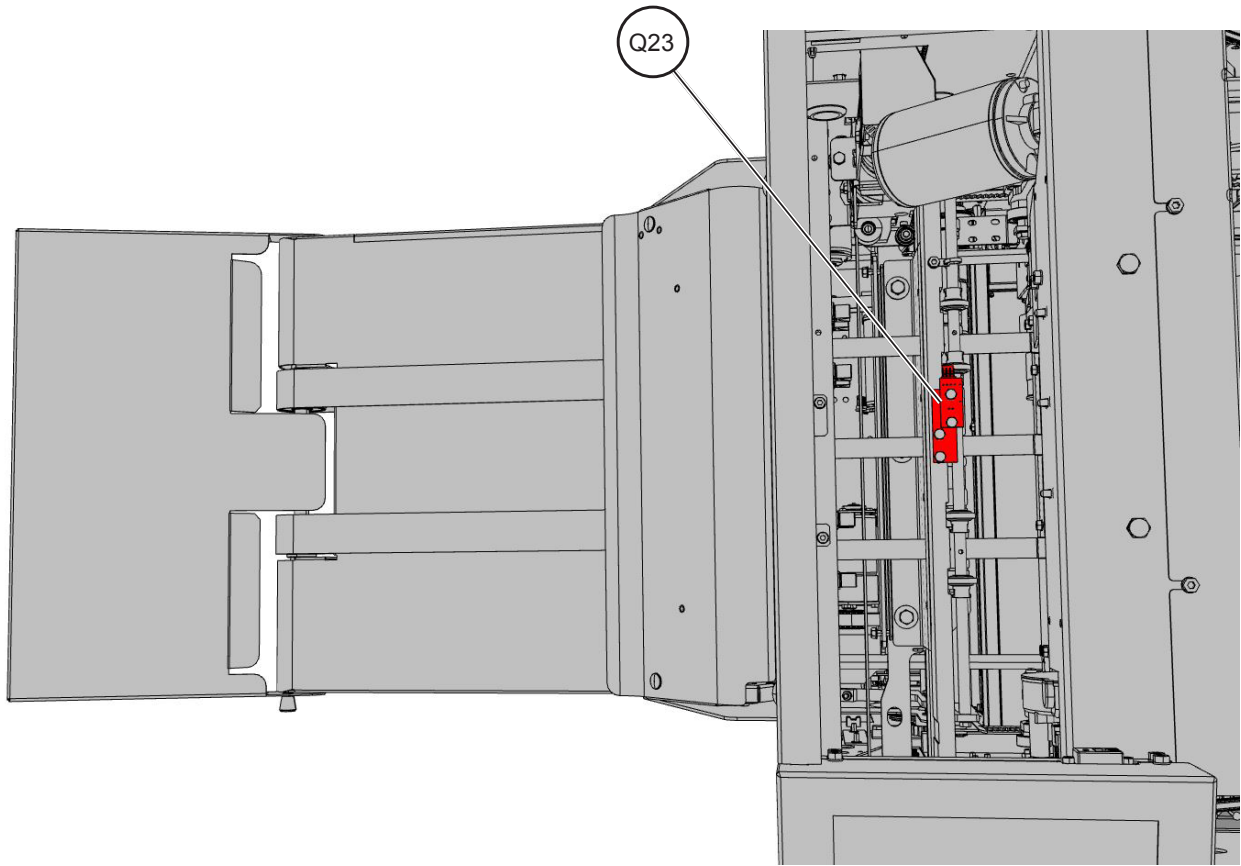
---

---

**Sensors' location (continued)**

---

6



---

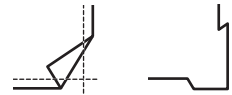
# Operational Best Practices

- Use the side guides on the hand feeding table to make sure that the book enters centred into the machine;
- Make sure to have the correct settings for thin or thick booklet: thin booklet is thinner than 1.3 mm (0.051") and equals approximately to 6 sheets 80 g/m (see section 2 of this manual: "Booklet size" for more information about this);
- Recommended square fold interval, minimum number of sheets:
  - 64 GSM = 9 sheets,
  - 80 GSM = 6 sheets,
  - 90 GSM = 5 sheets,
  - 120-140 GSM = 4 sheets,
  - 200-220 GSM = 3 sheets,
  - 280-350 GSM = 2 sheets.
- If average squarefold result is not satisfying, please see section 4 of this manual: "Square Folder Fine Adjustment";
- Minimum trim for each cut is 1 mm, but to avoid trim waist on the stacked booklets recommended minimum trim would be 2 mm;
- Be cautious when using side trim. Please notice the position of the staples and set head and foot trims so that the staples are not cut;
- When using lower GSM <80 GSM use a thicker cover to get an improved square fold result.

---

## Limitations

- The SquareIT 2 is suited for customers whose booklet making needs will not exceed a yearly average of 15,000 booklets per month;
- If booklets entering the SquareIT 2 are not uniform or if they are skewed, the booklet quality will vary accordingly;
- The maximum recommended number of sheets that can be bypassed without stapling is 6 sheets of 80 gsm. If there is very low friction between the sheets, running non-stapled sets may be difficult;
- Non-stapled books should not be trimmed or square folded;
- If booklets are made of paper lighter than 80GSM, the cover paper should be 80GSM or more to get an acceptable output results when square folding;
- Covers may show marking along the spine of the booklet from the clamps. The more pages in the booklet, the more evident the marking;
- Small booklets A5/ 5,5 x 8,5” or smaller may stack poorly on the conveyor;
- Booklets will not be stacked on top of each other, therefore it is recommended that the operator places a box underneath the stacker to collect the finished booklets;
- Exiting booklets might be a bit skewed;
- The booklet spine can, depending on paper quality and thickness, have different sizes of tassel / turf at its top and at its bottom;
- If corners/edges of sheets by any reason are folded before trimming, result may look as illustrated when corners/edges are unfolded.





# 7. Specification

## Machine Specifications

	Specifications	Remarks
<b>Speed</b>	4 seconds	---
<b>Number of sheets (Maximum)</b>	50 (80 gsm)	Also includes hand feeding.
<b>Non-Stapled sets</b>	6 non-stapled sheets can be bypassed through the unit.	Non-stapled sets with more than one sheet should not be trimmed or squarefolded.
<b>Book made from minimum incoming sheet size WxL</b>	148.5 x 210mm (5.85" x 8.27")	---
<b>Book made from maximum incoming sheet size WxL</b>	320 x 620mm (12.6" x 24.41")	---
<b>Book Size Minimum WxL (in)</b>	148.5 x 105mm (A6 book) (5.85" x 4.13")	---
<b>Book Size Maximum WxL (in)</b>	320 x 310mm (12.6" x 12.20")	---
<b>Book Size Minimum WxL (out)</b>	148.5 x 100mm (5.85" x 4.13")	---
<b>Paper Weight (Minimum)</b>	63 gsm	---
<b>Paper Weight (Maximum)</b>	350 gsm	---
<b>Media Support</b>	Plain paper / Recycled paper / Printed paper / Coated paper / Gross coated paper / Matte coated paper / Unevenness paper / Synthetic paper	---
<b>Maximum trimming (one cut)</b>	210 mm (8.27")	---
<b>Minimum trimming (one cut)</b>	1 mm (0.04")	---
<b>Modify Trim setting when processing</b>	±3 mm (0.12")	---
<b>3 Side Trim Specification</b>	Number of sheets: 1-20; Minimum GSM for cover: 120 gsm; Minimum book length / width (in): 148.5 mm / 5.85"	---
<b>Square iT2 WxD: Max Wheel Height: Min Wheel Height: Stacker Max Length WxD: Hand feeding table WxDxH:</b>	~525 x 700 mm (20.67" x 27.56") ~1065 mm (41.93") ~1000 mm (39.37") ~691 x 384 mm (27.20" x 15.12") ~258 x 346 x 70mm (10.16" x 13.62" x 2.76")	---
<b>Weight: Main module + stacker Hand feeding table</b>	~140 kg ~1-2 kg	---
<b>Electrical Requirements</b>	Universal power supply 100-240 V + 6%/-10%, 50-60 Hz	---

Continued on next page...

---

## Machine Specifications (continued)

Environmental requirements		
Temp Range	15-30°C	
Humidity	30-80% RH	