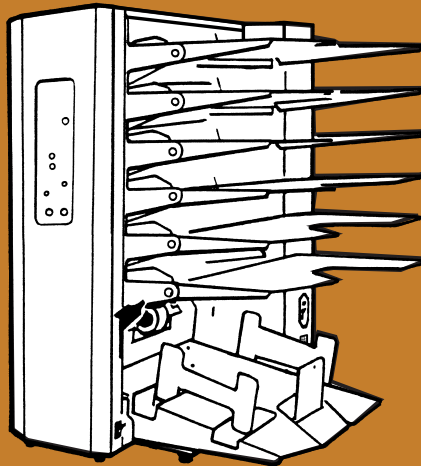


*F612/F615  
Collator*



**DI875**

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# Introduction

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## 1. INTRODUCTION

This operator manual describes how to operate the Model F612/F615 Collator as a stand alone unit.

### 1.1 Safety

#### **General**

- Know your equipment, especially **how to stop it in the event of an emergency.**
- Never reach into the machine while it is on; always wait until the machine has come to a full stop.
- Never touch moving parts.
- Keep fingers, long hair, jewellery and loose clothing away from moving parts at all times.
- Use the equipment only for its intended purpose.
- Don't remove machine covers. Refer servicing to qualified personnel.

#### **Mains Electrical Connection**

In some countries the F612/F615 is supplied with a moulded mains lead. In other countries, or if the supplied lead is not used, the following information applies:

1. An approved mains lead for the country concerned must be used.
2. The wires in the supplied mains lead are coloured in accordance with the following code:

Green and Yellow	-	Earth
Blue	-	Neutral
Brown	-	Live
3. As the colours of the wires in the mains lead of this equipment may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:

The wire which is coloured green and yellow must be connected to the terminal in the plug which is marked with the letter "E" or by the earth symbol  $\perp$  or coloured green or green and yellow.

The wire which is coloured blue must be connected to the terminal which is marked with the letter "N" or coloured black.

The wire which is coloured brown must be connected to the terminal which is marked with the letter "L" or coloured red.

## 2. INSTALLATION

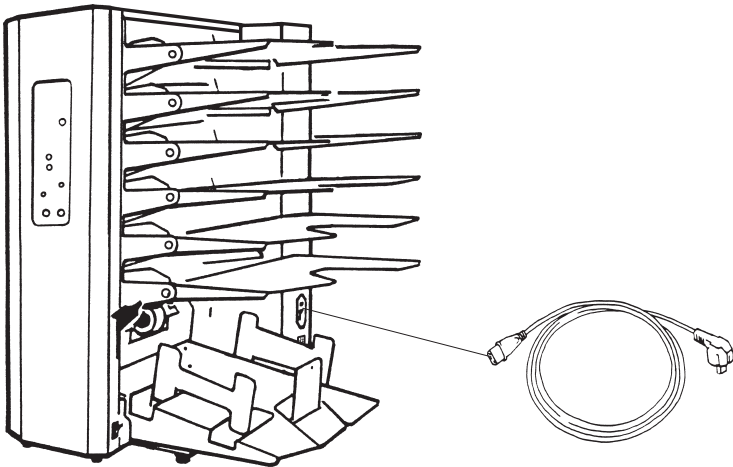
### 2.1 Connect Power

Plug the collator into a suitable power source. Make sure that the collator is plugged in securely.

**WARNING:**

This equipment must be earthed.

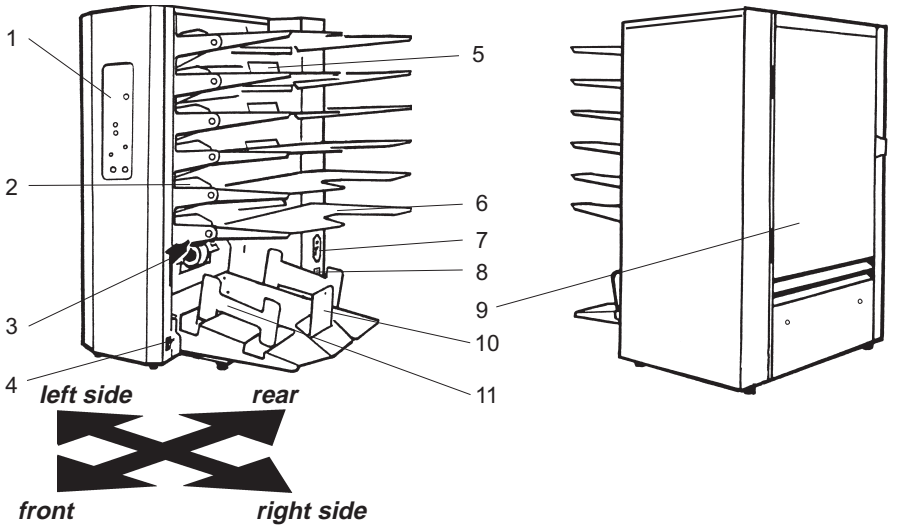
The socket outlet should be near to the equipment and should be easily accessible.



# The Collator

## 3. GETTING TO KNOW THE COLLATOR

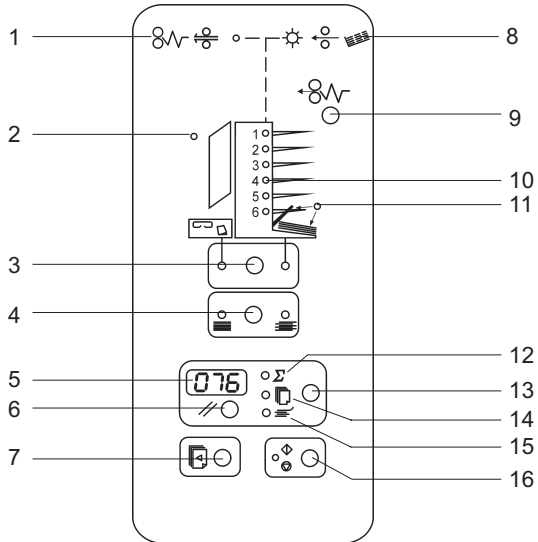
### 3.1 Main components



- 1 Control panel
- 2 Adjustable side guide (in each bin)
- 3 Load lever
- 4 Power switch
- 5 Rear side guide (in each bin)
- 6 Bin extension tray

- 7 Power cord receptacle
- 8 Third party receptacle
- 9 Conveyor door
- 10 Adjustable stacker guide (side)
- 11 Adjustable stacker guide (length)

## 3.2 The control panel

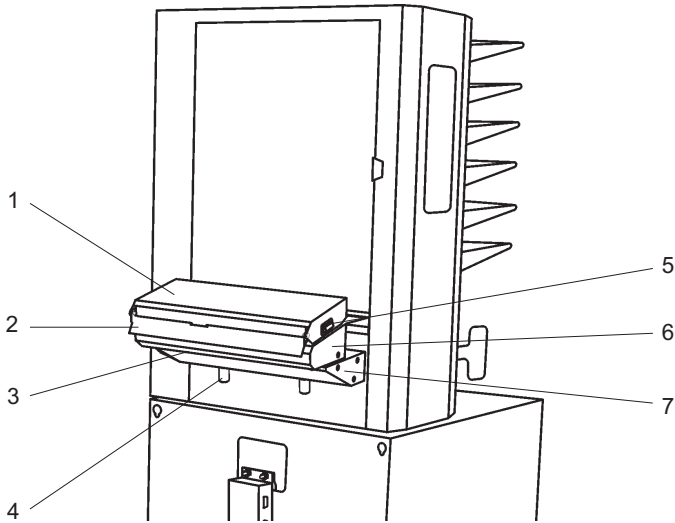


- |   |  |
|---|--|
| 1 Double feed or paper jam mode<br>(Shown by bin indicators - firm light) | 9 Clear button conveyor belt transport &<br>connected unit |
| 2 Door open indicator   | 10 Bin indicators  |
| 3 On-line or Off-line/stacking mode                                       | 11 Stacker full or load lever out of<br>position           |
| 4 Straight/offset stacking in stacking<br>mode                            | 12 Set counter   |
| Module priority change in On-line<br>mode                                 | 13 Selection programming mode                              |
| 5 Counter display   | 14 Preset counter  |
| 6 Counter reset button  | 15 Sheet insertion program (only in<br>stacking mode)      |
| 7 Test calibration button   | 16 Start & stop button                                     |
| 8 Misfeed or bin empty<br>(Shown by bin indicators flashing)              |  |

# The Collator

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## 3.3 Output Module



- 1 Output module top cover
- 2 Paper deflector
- 3 Output module adjustment lever
- 4 Docking studs
- 5 Top cover release device (on each side)
- 6 Output module
- 7 Output module bracket

## **4. OPERATION**

### **4.1 Load paper**

- 1 Make sure that the sheets are well fanned to avoid misfeeds or double feeds.
- 2 Align the sheets well to achieve a reliable collating operation and good stacking result.
- 3 Make sure that the ink has dried out well.
- 4 Press the load lever downwards to release the bins.
- 5 Load the sheets into the bins against the rear side guide.
- 6 Move the adjustable side guides up against the sheets until there is no clearance.
- 7 Raise the load lever to actuate the feed rollers.

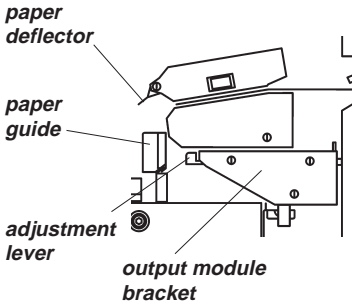
### **4.2 Operating the Collator**

- 1 Set the on/off switch to on position. The counter display will show "HEJ" to confirm that the collator is OK.
- 2 Select output mode:
  - Offset/straight stacking mode.
  - On-line mode.
- 3 Select stacking mode if set to stacking:
  - Straight stacking.
  - Offset stacking.
- 4 Set the adjustable stacker guide (side) to the selected paper size.
- 5 Set the adjustable stacker guide (length) to the paper size.
- 6 Press test/calibration button. The collator will adjust the number of bins used and the paper quality in each bin and is now ready for operation. Check the result to make sure that it is OK and press start.  
If not correct, repeat the test/calibration.



# Operation

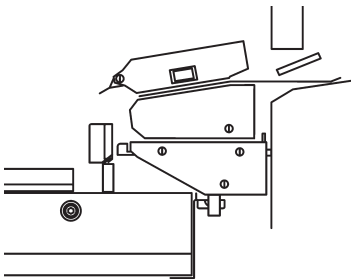
## 4.3 Adjusting the output module



The purpose of the output module is to ensure that the set from the collator is fed correctly to the inserter document table. To achieve this, the position of the output module is adjustable to match different paper sizes and how the set is orientated.

On the output module bracket there is an adjustment lever and a scale. The adjustment lever can be placed in five different positions, where a higher number places the output module closer to the collator. To change position of the adjustment lever, first push the output module towards the collator until it locks in the innermost position.

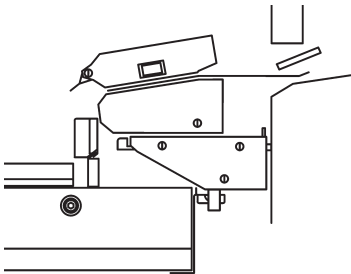
The recommendations in the table below are guidelines. The adjustments can vary depending on paper quality, paper weight etc.



*output module locked in the innermost position*

Paper size	Feed direction	Adjustment lever position
A4	Portrait	Output module in innermost position.
A4	Landscape	3
8.5" x 11"	Portrait	5
8.5" x 11"	Landscape	3

**Note:** *Before moving the adjustment lever, push the output module towards the collator until it locks and the adjustment lever moves freely.*



*output module in the outermost position (adjustment lever in pos. 1)*

The leading edge of the set should land between the feeding belts on the inserter document table. When necessary, adjust the paper deflector.

Change the position of the adjustment lever if:

- The set bounces back, up on the inserter document table side guide - move the adjustment lever to a higher number.
- The set stays on the paper guide - move the adjustment lever to a lower number.

## 4.4 Bin Indicators

LED Status	Description	Notes
Continuous light	Double sheet/Jam detect	Can be caused by: Double sheets Paper jam Different paper quality or print compared to the calibrated set Reduced paper feeding capability Incorrect paper length (compared to the calibrated length)
Flashing slow	Misfeed indication	Load/check paper. If continuous misfeed, clean the feed rollers (see section 5.1)
Flashing fast	Comes on after the calibration cycle. The bin sensor that is flashing is incapable of sensing double sheets but is operational and still capable of detecting misfeeds. The other bins are OK and calibrated.	

## 4.5 Correcting counter and stacker position

Step #	Description	Action	Notes
1	Reduce the total counter value by 1 set.	Press and release "Counter reset button".	In offset stacking mode the stacker will cycle once.

## 4.6 Setting the Total Counter to Zero

Step #	Description	Action	Notes
1	To zero the total counter.	Press "Counter reset button" and hold down for more than one (1) second.	

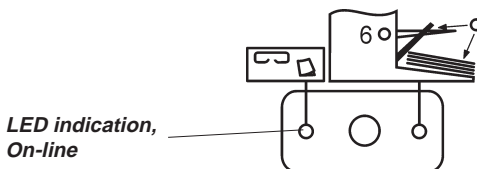
# Operation

## 4.7 Programming preset counter & sheet insertion program

Step #	Description	Action	Notes
1	Select program mode.	Press "Selection programming mode" until the LED indicating the program to be set is lit (preset counter or sheet insertion program).	
2	View program mode.	Press "Counter reset button".	The display will show the value flashing.
3	Program a new value.	<p>Press "Counter reset button" to access the last digit.</p> <p>Press "Selection programming mode" to change the setting.</p> <p>Press "Counter reset button" to confirm the setting and access the second digit.</p> <p>Repeat this for the remaining (2) digits starting with pressing "Selection programming mode".</p> <p>After adjusting the last digit, press "Counter reset button" to confirm the settings made.</p>	<p>Repeat these two steps</p> <p>Display shows <b>000</b></p>

## 4.8 LED indications, third party device

LED Indication	Description	Notes
Continuous light	On-line mode selected	
Flashing	Connected unit stopped	



## 4.9 Disabling stacker motion

Step #	Description	Action	Notes
1	Disable stacker motion.	Press and hold down "Straight/offset stacking" for more than two (2) seconds.	For handling of extreme light weight papers.
2	Reinstate stacker motion.	Press and release "Straight/offset stacking".	

## 4.10 Collator speed adjustment

Step #	Description	Action	Notes
1	Enter speed adjustment mode.	Press and hold "Selection programming mode" for more than two (2) seconds.	The last bin LED lights and counter display shows speed in sets/h :10
2	Select collating speed.	Press "Selection programming mode".	The counter will display the speed in sets/h :10
3	Confirm adjustment.	Press and hold "Selection programming mode" for more than two (2) seconds (the bin LED will go out).	The counter will now display the counter value.

## 4.11 Disengaging bins with defective sensors\*

Step #	Description	Action	Notes
1	Isolate defective bin sensors and disengage these bins.	Press and hold "Test and calibration" for more than five (5) seconds.	The electronics check all bin sensors and disengages the bins with defective sensors.
2	Re-engage bins after correction of the problem.	Press and hold "Test and calibration" for more than five (5) seconds.	

\* This process can also be used to disengage bins with other problems. In this case the feed roller shaft is removed and a sheet inserted (80 gsm or heavier) in the bin to cover the bin sensor (simulating a defective sensor). Pressing "Test/calibration" for more than five (5) seconds will now disengage this bin.

# Maintenance

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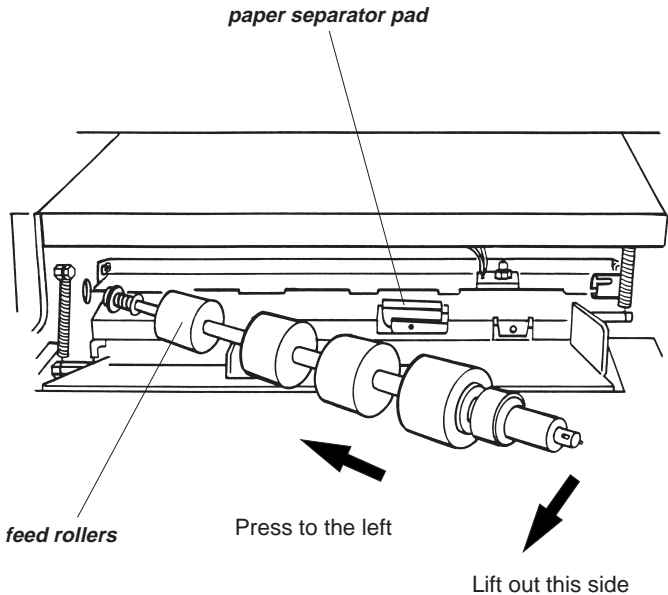
## 5. MAINTENANCE

### 5.1 Cleaning feed rollers and paper sensor pad

If misfeeding starts occurring more frequently, clean the feed rollers.

If double feeding starts occurring more frequently, clean the separator pads.

- 1 Remove the feed roller assembly shaft by pressing it to the left. The right end of the feed roller assembly will now be released and the assembly can be removed.
- 2 Clean the feed rollers and the separator pad with an alcohol based liquid.



## 6. PROBLEM SOLVING

### 6.1 General Problems

Problem	Possible causes	Action
The machine is inoperative and the letters "HEJ" are not shown in the display when the machine is switched on.	Stacker tray blocked and can not reach home position.	Switch the machine off. Unblock tray and switch machine on.
The machine is inoperative as the start button is pressed.	Machine in jam condition. Load lever in lower position. Stacker full. Conveyor door open. Attached units shut down.	Clear jam. Raise load lever to upper position. Empty stacker. Close door. Correct problem in third party device.
Repeated misfeeds/double feeds.	Feed rollers need cleaning. Paper separator pad needs cleaning. Sheets not fanned enough (ink/powder/cutting burrs etc. will make this a very important step). Paper quality out of specification.	Check/clean (see section 5.1). Check/clean (see section 5.1). Check/fan sheets. Check specifications.
Incorrect double feed/jam indication.	Different paper quality or print impression in the bins since previous calibration. Mixed sheets (mixed paper qualities).	Perform calibration cycle. Check the sheets.
Front panel commands inoperative.	Machine has accidentally entered service mode.	Switch machine off and then back on.

# Specifications

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## 7. SPECIFICATIONS

### 7.1 Model F612/F615 Specifications

		Model F612/F615
Number of bins		6 (F612), 10 (F615)
Bin capacity		20 mm
Sheet size	Min	139 x 210 mm
	Max	320 x 450 mm
Paper weight	Min	40* gsm
	Max	200* gsm
Adjustable speed		1000/1500/1800/2200/2600/2800/3000/3200/3400/3600 sets per hour
Double feed detection		Yes, sensor in each bin
Misfeed detection		Yes
Empty bin detection		Yes
Paper jam detection		Yes
Stacker full detection		Yes
Set counter		Yes
Preset counter		Yes
Sheet inserting program		Yes
Receiving tray		Offset/straight stacking
Height		700 mm
Width		575 mm
Depth		525 mm
Weight		65 kg
Voltage		230/240V 50Hz

The machine design and specifications are subject to change without notice

\*Depending on paper quality and printing method





# Notes

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We have made every reasonable effort to assure the accuracy and usefulness of this guide, however we cannot assume responsibility for errors or omissions or liability for the misuse or misapplication of our products.

**FOR SERVICE AND SUPPLIES:**



**Pitney Bowes**

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