

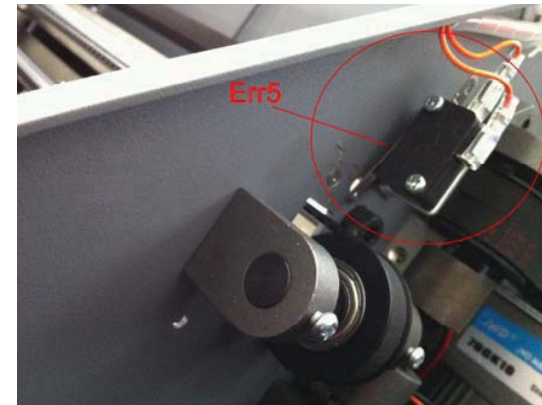
EP Booklet Making Machine
BMP350
Operation Manual



EP Equipment

Contents

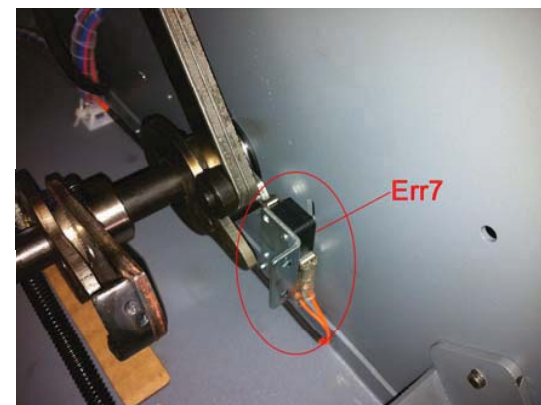
Introduction	2
Safety Introductions	3
Cautions Before Installation.....	5
◆ Power Supply	5
◆ Operation Environment	5
◆ Accessories.....	5
Specifications	6
Main Parts List	7
Control Panel.....	8
Function Set.....	9
◆ Square press or not	9
◆ Press height and Delay time	9
◆ Nip time and Reset	10
◆ Lot number and Software Version.....	10
Installation	11
◆ Move Stapler Head.....	11
◆ Replace new staple pusher	12
◆ Remove jammed staples from the stapler head.....	12
◆ Load staples	13
Operation	14
◆ Adjust paper width & length	14
◆ Manual mode.....	15
◆ Automatic mode	15
Troubleshooting.....	16
Error Code	17



Error5: Press roller retreat limit switch Error.
Causes: still not turned on when the press motor has been working anticlockwise for 10 seconds.




Error6: Clamp reset limit switch Error.
Causes: still not turned on when the clamp motor has been working to loosen for 10 seconds.

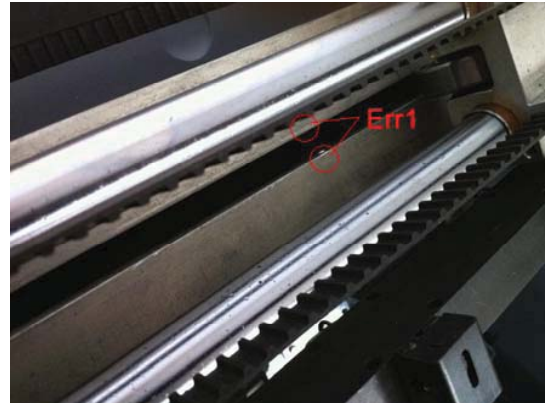


Error7: Staple motor reset limit switch Error.
Causes: still not turned on when the staple motor has been reset for 10 seconds.

No stitch Error: Staple sensor Error.
Causes: In reset, staple sensor does not detect any stitch. Red and yellow lights flash.

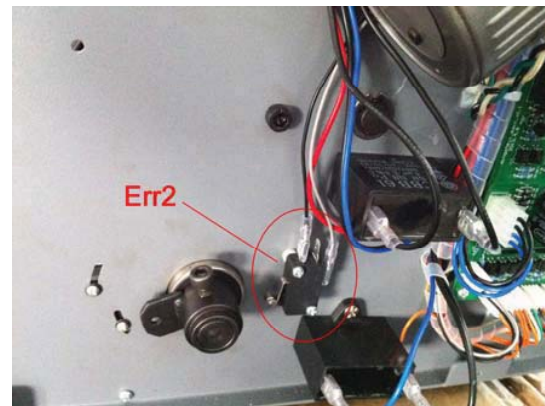
 The machine will stop working if any of these errors appear. After fixation, press **[CLEAR]**, or restart the machine.

Error Code



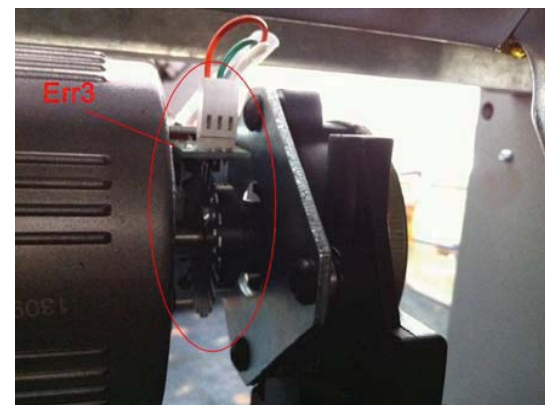
Error1: Correlation photoelectric sensor Error.

Causes: ①: blocked when in reset; ②: still unblocked when the convey motor has been working for 10 seconds.



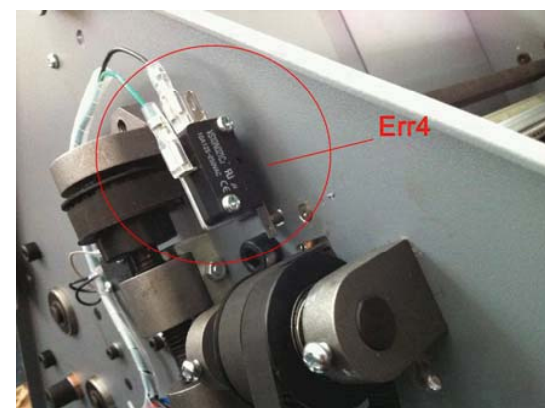
Error2: Staple-finishing indicator switch Error.

Causes: still not turned on 10 seconds after the stapling motor has worked.



Error3: Height counter photoelectric sensor Error.

Causes: The height has not reached the set number when the convey motor has been working for 10 seconds. .



Error4: Press roller advance limit switch Error.

Causes: still not turned on when the press motor has been working clockwise for 10 seconds.

Introduction

Thank you for the purchase of our booklet maker BMP350, a professional and heavy-duty booklet making machine. This machine is designed with a full range of function and premium quality components to guarantee you an effortless and professional job, as well as many years trouble-free service.

It is highly recommended that you take a few minutes to read this operation manual thoroughly and familiarize yourself with the contents before usage. You will find out that only with a little practice, any person can achieve professional results. After reading, please keep this operation manual handy for future reference.

Safety Introductions

Always pay attention to the warnings and cautions displayed below to avoid human injury and property damage.

◆ The degree of danger and damage that may occur is indicated on three levels by the following marks.

<p>⚠ Warning : Ignoring this mark may result in possibility of serious injury or damage.</p> <p>⚠ Caution : Ignoring this mark may result in possibility of injury or damage</p> <p>📖 Note: Ignoring this mark may not result in damage, while following the introduction will help you operate this machine more smoothly.</p>
--

◆ The following symbols indicate two types of action to be performed or avoided.

<p>✗ This symbol indicates a Forbidden action.</p> <p>● This symbol indicates actions should be performed.</p>
--

⚠ Warning:

✗ Do not place any metal objects or vessels containing liquid on this machine.
✗ Do not insert any metal or easily-combustible objects into this machine.
✗ Do not touch any moving parts during operation.
✗ Do not remove any cover.
✗ Do not disassemble, modify or repair this machine by yourself, Contact your dealer if necessary.
● Use ONLY the power supply voltage specified on the main nameplate,
● Keep this machine far away from heaters.
● Make sure the combined power consumption of the appliances to be connected does not exceed the capacity rating of the power outlet or plug receptacle..
● Keep the power plug prong clean and dry.
● If any foreign objects such as metal or liquid enter this machine, immediately turn off the power switch and disconnect the power plug from the power outlet, then contact your dealer.
✗ Do not damage the power cord or power plug.
● Always grip the power plug while disconnecting the power plug from the power outlet. Forcibly pulling the power cord could cause damage.
✗ Do not handle the power plug with wet hand.
● Before cleaning the machine, do turn off the power switch and disconnect the power plug from the power outlet.
✗ Do not operate this machine with wet hand.
✗ Do not use flammable sprays inside or near this machine.

Troubleshooting


Machine is switched on, but it won't work at all.	
Power cord is not plugged in properly.	Insert thorough into the outlet.
Cover is open.	Close cover
NONE light is on	Reload staples.
Paper not fed	Feed paper on paper-in tray.
Staples jam.	1. Remove jammed staples. 2. Always use standard 26/6 or 26/8 staples. 3. Check if staples pusher is scratched or worn out.
Paper jam.	1. Turn off the machine when paper jams, then turn on and the jammed sheets will be rejected to the paper out. You can pull out the sheets. 2. Do not insert more than 30 sheets of 80gsm. 3. Do not insert sheets that are too thick or too rigid. 4. Do not insert other materials
Black (dark colored) covers	If possible, avoid black covers, as the infrared sensor may not be able to detect these covers.
Machine does not staple although staple magazines are full of staples.	
Staple pusher is not hinged onto the pin.	Follow instructions above.
Staple pusher is missing or badly positioned	Follow instructions above.
Missing staples or unqualified staple output.	
Unqualified staples	Use only standard 26/6 or 26/8 staples.
Incorrect staples type or specifications.	Use only standard 26/6 or 26/8 staples.
Staple pusher is put in the wrong direction.	See Page
Residues inside stapler head.	Remove the stapler head and clean. See Page
Staple pusher is scratched or worn out.	Replace staple pusher. See page
Cannot fold or unqualified booklet fold&staple.	
Too many sheets are inserted.	Do not insert more than 30 sheets of 80gsm.
Material is too rigid.	1. Do not insert sheets that are too thick or too rigid. 2. Do not insert other materials
Folding line is not located in the center of the booklet, or is at a slanted angle.	1. Properly adjust left &right side guides. See Page 2. Properly adjust the paper depth adjustment knob. See Page .
Dirty rollers.	Clean rollers by soft and damp cloth. Never use chemical or alcohol base liquids.
The 2 staples are not properly centered in the booklet.	1. Adjust left & right side guides. See Page . 2. Reinstall stapler heads to the proper positions. See Page .
Spine of the booklet is not square.	Adjust the press height. See Page .

Operation

◆ Manual mode

 Make sure all the installations are finished before staple.

Insert flat sheets at Paper-in tray and align them to the Side guides. Then press **[MANUAL]** on the Control panel. The sheets will slide into the machine and the booklet will come out from the Paper-out.

 Make sure the cover is on the top of the sheets.

◆ Automatic mode

Make slight adjustments of the Side guides and Paper length adapt knob till a satisfactory booklet is produced. Then press **[CLEAR]** to reset the counter to zero. Feed sheets and press **[Auto]**, sheets will slide automatically 1-4 seconds after they are fed.

 You can adjust Delay time according to your proficiency.

 Maximum 30 sheets of 70gsm per run.

Caution:

● Keep long hair, necktie etc. away from this machine.
✕ Do not use solvent inside or near this machine.
● Always disconnect the power plug from power outlet if this machine to be idle for a period.
● Install this machine on a level, stable surface, with sufficient space around it.
● Install this machine in a clean and dry room.
● Disconnect the power plug from power outlet before moving this machine.

Cautions Before Installation

◆ Power Supply

- ◆ Make sure the power supply used is always within the following range:
 - 110V~120V AC 60HZ or 220V~240V AC 50HZ.
- ◆ When powering other appliances from the same outlet, make sure the combined power consumption does not exceed the power supply capacity.
 - Rated power consumption of this machine is 30W.
- ◆ Replace only with the same type and rating of fuse.

◆ Operation Environment

Please operate this machine in the following situation.

- ◆ Temperature between 5°C~35°C.
- ◆ Humidity between 10~80% RH (no dew condensation).
- ◆ No subject to direct sunshine.

◆ Accessories

Operation

◆ Adjust paper width & length



1. Adjust one side guide to the proper position indicated by the paper scale sticker, according to the sheet size. Lock it with the knurled screw.
2. Insert paper, then square it up parallel to the side guide.
3. Adjust another side guide, leaving approximately 1mm space so that the paper can slide in and out easily & smoothly.



1. Pinch the wrench to adjust the location gauge to the proper position indicated by the paper scale sticker, according to the sheet size.
2. Fold a few sheet as a test.
3. Center the folding line of your booklet by turning the paper depth adjustment knob.

Minimum sheet size: A5
or 8.5" X 5.5"
Maximum sheet size: A3
or 12" X 18"

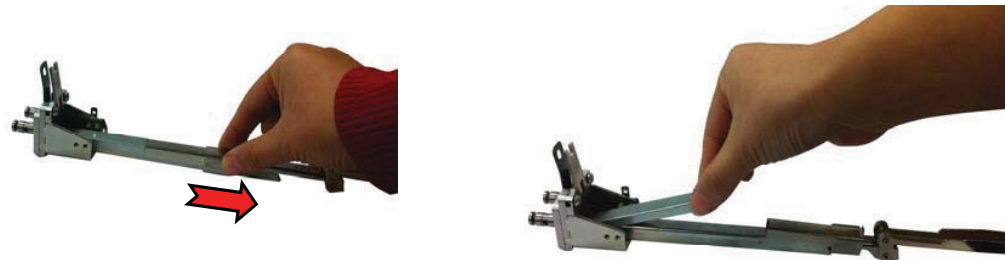
Minimum booklet size: A6
or 4.25" X 5.5"
Maximum booklet size: A4
or 9" X 12"

Installation

◆ Load staples



Pull the staples magazine cover and open the staples magazine.



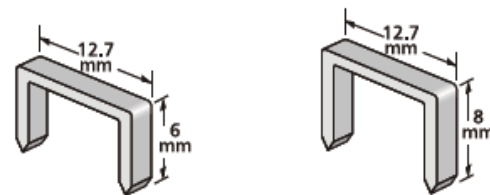
Pull the staples magazine cap until it is locked in place, then load the staples (must be standard 26/6 or 26/8 staples).



Gently unlock the staples magazine cap and push it toward the staples, Do not let The staples magazine cap to snap forward, as it would smash the stick of staples.

Caution:

Use only the standard staples on the right, Other staples may damage the stapler head Or lead to bad results.



When there is no staple left in the staples magazine, the yellow NONE light will be on and machine stops. Follow the steps above to load new staples (Maximum 210 staples per load)

Specifications

Model	BMP350
Sheet size	148x210mm to 297x420 mm 8.5"x5.5" to 18"x12"
Max sheets thickness	30 sheets (70gsm) / 26 sheets (80gsm)
Speed (Fold&Staple)	600 ~ 700 books per hour
Speed (Fold&Staple&Press)	350 ~ 400 books per hour
Stapling set time	Adjustable from 1-4 seconds
Function	Stapling & Folding & Pressing
Counter	4 digit
Staple heads	Up to 4 (standard 2) on 4 positions
Staple head capacity	210 stitches each
Operation mode	Manual & Automatic
Dimensions	600 x 440 x 480mm
Gross weight	60kg
Net weight	56KG
Power requirements	220V,50Hz / 110V 60Hz AC
Power consumption	120W
Certifications	CE

★ Due to quality improvement, these specifications are subject to changes without notice.

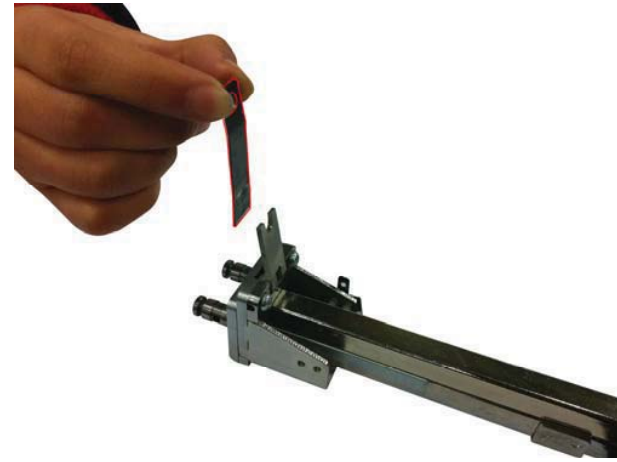
Main Parts List



- ① Paper width adapt knob ② Paper-in tray ③ Control panel
④ Paper-out ⑤ Paper length adapt block ⑥ Paper length adapt knob

Installation

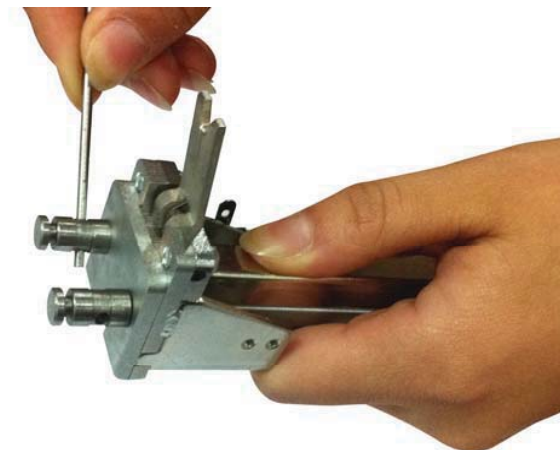
◆ Replace new Staple pusher



The Staple pusher should be replaced from time to time to ensure an efficient and smooth stapling process. If staple jams occur more frequently than usual, or an abnormal stapling sound occurs during stapling, follow the steps above to remove the staple pusher and check if it's scratched or worn out.

To purchase new staple pusher(item 13-302), please contact your dealer.

◆ Remove jammed staples from the stapler head

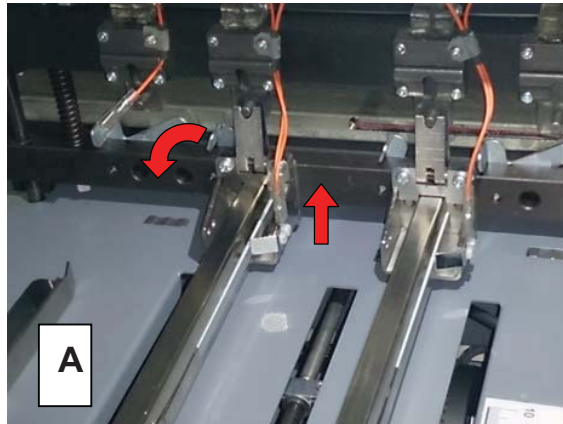


Repeat the steps above to remove the stapler head from the machine, then use the universal wrench to unscrew the front plates of stapler head. Remove jammed staples and clean. Screw the front plates back onto the stapler head. Repeat the steps above to install the stapler head back to the machine.

Installation

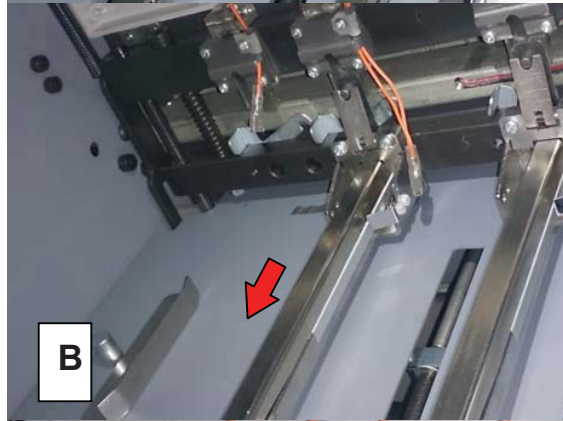
◆ Move Stapler Head

Follow the steps below if you want to remove/install stapler head at different positions

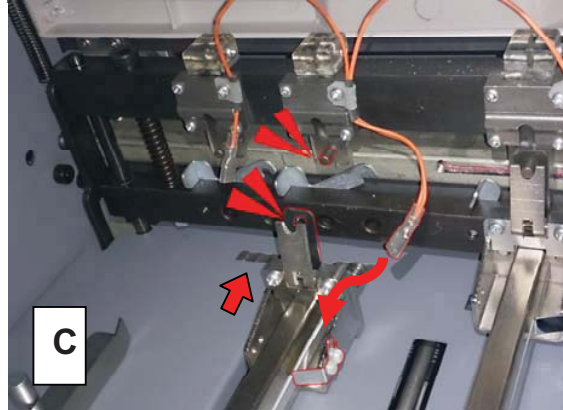


A ①Unplug the power cord from the stapler head

②Turn the latch counter-clockwise to unlock the stapler head.



B Remove the stapler head and insert it in the position you want.

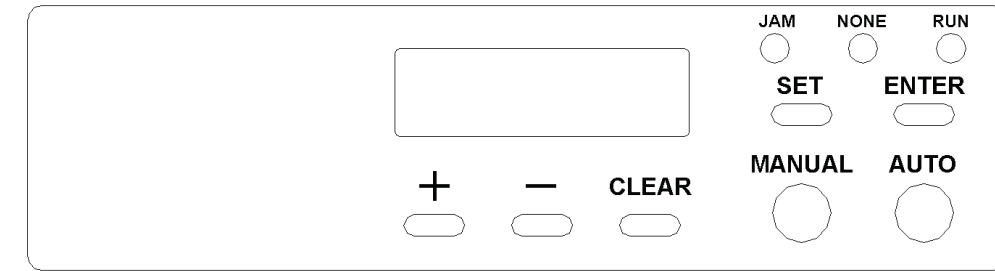


C Make sure the hole in stapler pusher is hinged onto the pin, Turn the latch clockwise to lock it, and plug the power cord in the stapler head.

Caution:

1. When moving the stapler head, the hole in the stapler pusher must be hinged onto the pin.
2. The latch must be securely locked onto the stapler head, otherwise the stapler head may fall out during operation and causes damage to this machine.

Control Panel



: Words in red and with [] outside is a button.
Words in red and without [] is an indicator light.

[+]: To next page & To add numbers & To shift among options .

[-]: To shift among digits.

[CLEAR]:To reset the number to 0 & Reset the machine.

JAM: Winking red light means a jam inside.

NONE: Winking yellow light means no paper, paper not detected or some devices unset.

RUN: Green light is on means the machine works well.

JAM+NONE: Winking red light and yellow light at the same time mean no stitch.

[SET]: To start choosing an option.

[ENTER]: To confirm and save.

[MANUAL]: To work manually and staple once

[AUTO]: To work automatically and staple continuously.

Function Setting

◆ Square press or not

When the switch is on, the screen displays:

SUM:
0 0 0 0

This shows the number of books that have been stapled. It's counted automatically so can't be modified but cleared.

Press **[+]** to enter next page, displays:

PRESS
ENGLISH 中文

PRESS or NO PRESS.
Language.

Press **[SET]**, **PRESS(or NO PRESS)** displays flickering. Then press **[+]** to choose between the two. Press **[ENTER]** to confirm and the second line is chosen, also press **[+]** to choose and **[ENTER]** to confirm.

PRESS
ENGLISH 中文

NO PRESS
ENGLISH 中文

NO PRESS
ENGLISH 中文

NO PRESS
ENGLISH 中文

Options which have a background color means they are chosen yet not confirmed.

◆ Press height and Delay time

When none is chosen, press **[+]** again, displays

HEIGHT: 00
DELAY: 00


Height means press height.
Delay means the interval time between the paper is put in and stapling begins under AUTO model.

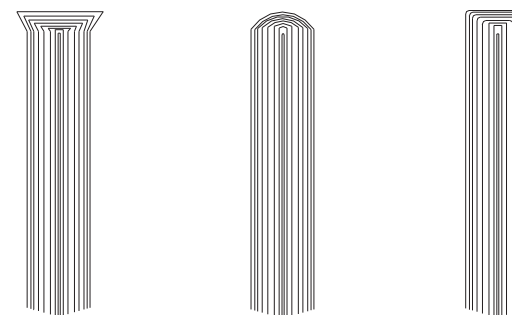
Press **[SET]**, displays:

HEIGHT: 00
DELAY: 00

Press **[+]**, 10-digit numbers range from 0 to 9. Press **[-]**, single-digit number is chosen, also press **[+]** to input 0 to 9. Press **[ENTER]**, the first line is confirmed and the second line is chosen, the operations are the same with above. Press **[CLEAR]**, numbers being chosen reset to 0.

 You can adjust Delay time according to your proficiency.

 Press height should be increased gradually. Neither too high nor too low is not proper. You should adjust according to the performance.



Too high

Too low

OK

Recommended height for 70gsm sheets
10 sheets: about 40-45
15 sheets: about 50-55
20 sheets: about 60-65
25 sheets: about 70-75
30 sheets: about 80-85

◆ Nip time and Reset

When none is chosen, press **[+]**, displays:

NIP TIME: 55
RESET: N

Nip time means the strength nipping the cover when pressing.
Reset means reset to factory settings.

Note: It's recommended that you do not change **nip strength(time)**. The factory setting of 55 is tested to be the best. There may be indentation on covers if strength is too strong. The booklets may be pushed down by the press roller if the strength is too weak, causing failure or damage.

To reset, press **[+]** till it displays below, then press **ENTER** to save.

Clamp time: 00
Reset: N

◆ Lot number and Software version

LOT: 2013/1/1
EDITION:

The lot number is the time when this machine is produced.

The edition is the version of the software.

Neither of them can be modified by you.