

Safety instructions

Read this operational manual carefully before use.



Danger!

1. AC 110/220/240V, 50/60Hz power supply is used for the machine. Do not touch it with wet hands.
2. Do not allow unwanted things to get into the machine.
3. Do not take the machine apart. Otherwise, it may result in an electric shock.



Note!

1. The power cord of the machine should be plugged directly into an exclusive outlet.
2. Do not install the machine in an unsteady place, such as one that shakes or tilts. The machine may fall, causing breakage or physical injury.
3. Do not touch rotary parts of the machine after it starts. Furthermore, do not allow long hair, a necktie, necklace and strip-shaped things to get close to the rotary parts, as bodily injury can result.
4. Do not install the machine in a place exposed to rain or in a humid or dusty place, as excessive humidity and dust can cause an electric shock.
5. Do not use the machine exposed to strong sunlight, as a lot of photoelectric devices are used in the machine.
6. The operational environment temperature is 5~35°C. Do not allow it to get close to any heat sources.
7. Turn the power off when the machine is not used for a long time.
8. Turn the power off and disconnect the power cord if the machine malfunctions or gives off strange smell. Contact with the dealer.

Note: Paper dust would cause an unsteady to function improperly, as the machine contacts with paper. It is suggested to clean it once a month when use it frequently.

Brief operational instructions

1. Connect power cord to an exclusive power outlet and turn on the power switch.
2. Load paper onto the paper feed table (see Page 10)
3. Press “**Check**” key and the collator discharges paper twice. Take the paper out to check if it is proper (see Page 12)
4. Press “**Start**” and the collator starts collating.
5. Remove the collated paper on the stacking table when the machine stops collating and the screen displays “**Stacker full**”. Press “**Start**” key to resume collating (see Page 13)
6. The machine will stop due to double-feed, paper jam or feed failure during collating. , Press the “**Clear Error/Stop**” key to cancel malfunction lockout and press the “**Start**” to resume collating (see Page 16)

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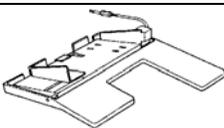
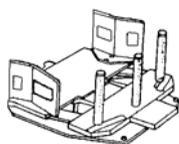
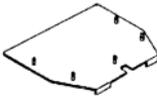
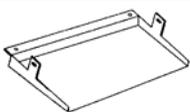
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Installation instructions

Attachments

No.	Attachments	Quantity	Illustration
1	Paper feed table	10	
2	Auxiliary paper feed guide for small-size paper (A5-size paper)	10	
3	Stacking table	1	
4	Auxiliary stacking tray for A5-size paper	1	
5	Center pole	5	
6	Aligning wire	1	
7	Plate to prevent the machine from falling	1	
8	Flathead screw	6	M4×8
9	Operational manual	1	_____
10	Power cord	1	_____
11	Grounding wire	1	_____
12	Stapler	1	_____

Installation of the attachments

- (1) Mount the plate to prevent the machine from falling (see Figure 1)

Before attach the stacking table, insert the plate designed to prevent the machine from falling. Attach the plate by aligning corresponding holes or screw holes and securing it with flathead screws provided.

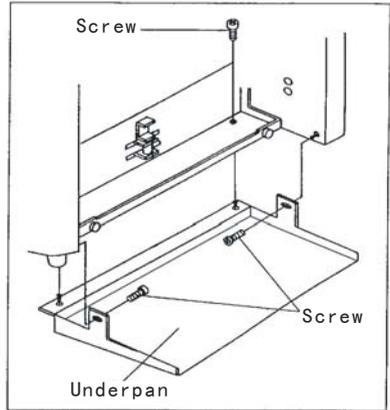
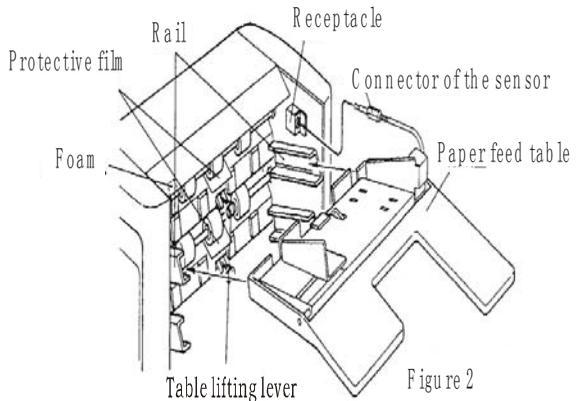


Figure 1

- (2) Attach “the paper feed table” and “the connector of the paper feed sensor” (see Figure 2)

Insert the paper feed table along right and left rails until it reaches the end of the rails.

Plug the connector of the paper feed sensor securely into its receptacle on the right-hand side.



Note: Make sure to put the paper-lifting lever under the paper feed table. It will automatically descend when the “reset” key is pressed.

(3) Attach “stacking table” and aligning wire” (see Figure 3)

Attach the stacking table:

Put the two pins near the front feet rubber base into the two “tumbler-shaped” holes in the stacking table while fitting the “tip notch” of the stacking table to the “roller” on the device side.

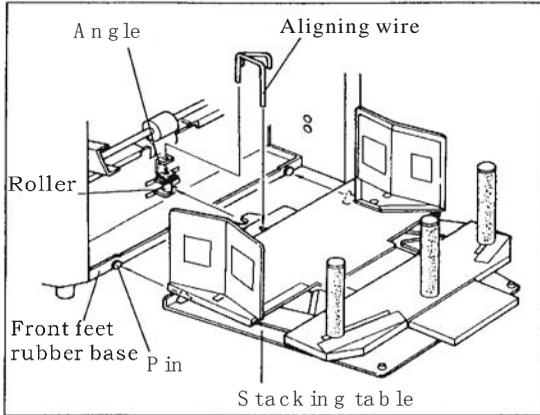


Figure 3

(4) Attach the “aligning wire”:

Insert the shorter end of the “aligning wire” into the angle near the front feet rubber base, and the longer end into the stacking table slot.

Grounding installation

Always operate the machine with grounding connected to avoid machine malfunction due to friction-generated static electricity! If you are not sure whether the power socket is safely grounded, please use the grounding wire provided together with the machine to make grounding connection: Fix the copper ring - one end of the grounding wire to the grounding terminal in the lower-left corner of the machine’s rear, and connect the other end to the ground.

Note: Make sure the stacking table and the aligning wire are properly attached to the machine. Improper attachment may cause the machine to be locked or the stacking table to be jammed by paper.

Nomenclature

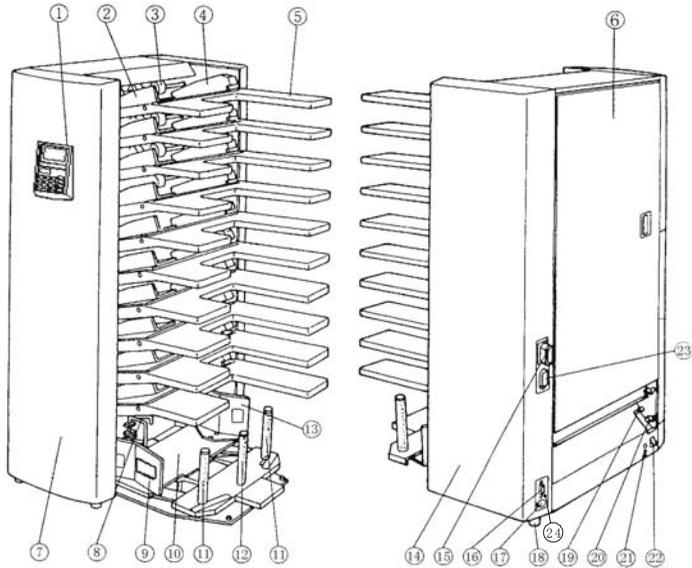


Figure 4

1	Operational panel	9	Left stacking guide	17	Round connector
2	Left paper guide	10	Stacking table	18	Rubber foot
3	Paper feed roller	11	Slide pole	19	Mounting pin for peripheral connection
4	Right paper guide	12	Center pole	20	Lever for selecting paper feed pressure
5	Paper feed table	13	Right stacking guide	21	Circuit breaker
6	Back door	14	Right cover	22	Power switch
7	Left cover	15	Power connector for peripheral connection	23	Inlet
8	Aligning wire	16	Communication socket for peripheral connection	24	Grounding terminal

Operation panel

① **LCD**

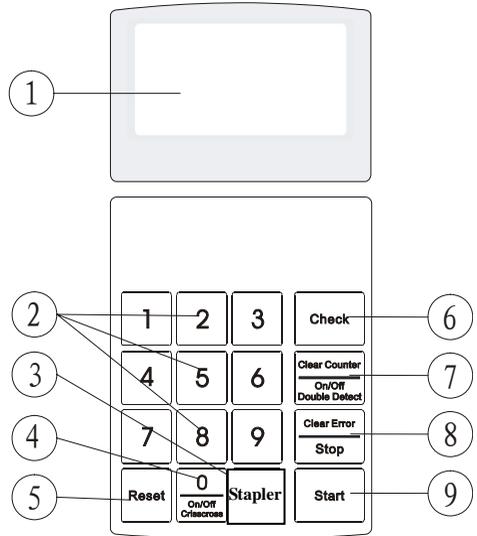
Display the working status, the number of collated sheets and the error status.

② **Number key**

Used to input the preset collating number.

③ **Stapler**

Press the key to switch to stapler status.



(Figure 5)

④ **0 / On/Off Crisscross**

- Number 0.
- Press and hold for 3 seconds to switch between On/Off Crisscross

⑤ **Reset**

Press the key to put the machine into initial status.

⑥ **Check**

Press the key for trial paper feed so that the machine automatically detects whether there are sheets on each sheet tray and the thickness of paper set.

⑦ **Clear counter / On/Off Double detect**

- The number displayed on the upper-right corner returns to “0000”.
- Press and hold for 3 seconds to switch between on/off double-feed detection.

⑧ **Clear Error / Stop**

- Should any trouble occur, press the key to cancel malfunction lockout.
- The machine stops collating.

⑨ **Start**

The machine starts collating.

Operational instructions

Turn the power on

Plug the power cord and turn on the power switch.

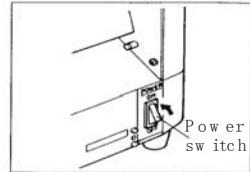


Figure 6

After the power turned on, the machine starts and the system is initialized. The screen displays



After the initialization,

“Press "CHECK" Key first”

appears on the screen



If the screen displays “**Bin ... jam**”, there is paper already jammed in the machine, pleas clean it first.

Note: After the power turned on or the “reset” key pressed, the “check” key must be first pressed according to the prompt before the “start” key is pressed to start collating.

Load paper onto the paper feed table

There are two sequences to load paper:

(1) Load paper onto the paper feed table with the printed side of paper facing downward (see Figure 7)

The page number sequence of paper from the top to bottom of the paper feed table is from the large to small. The first page is at the top on the stacking table in this collating method.

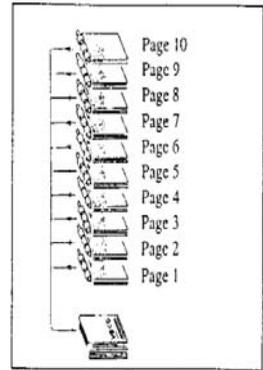


Figure 7

(2) Load paper onto the paper feed table with the printed side of paper facing upward (see Figure 8)

The page number sequence of paper from the top to bottom of the paper feed table is from the small to large. The first page is at the bottom on the stacking table in this collating method. The first page is at the bottom on the stacking table in this collating method.

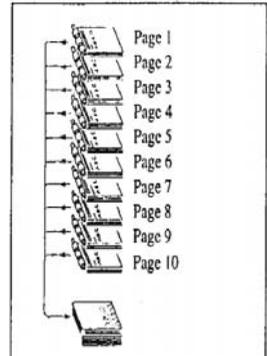


Figure 8

Align the left and right position of the paper feed table.

(1) After loading paper, make sure to push the left paper guide toward the right side and make the right side of paper closely against the right paper guide and the left and right paper guides are level.

(2) Place the longer edge of A4- and B5-size paper horizontally and the shorter vertically. (Figure 9)

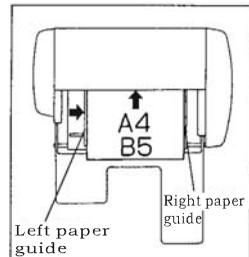


Figure 9

(3) Place the shorter edge of A3- and B4- size paper horizontally and the longer vertically (Figure 10).

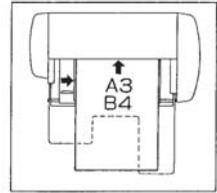


Figure 10

A5-size paper and small-size paper (Figure 11 and Figure 12)

Insert Attachment 2 “Auxiliary paper feed guide for small-size paper (A5-size paper)” into the small rail on the right of black metal of the paper feed table. Place the longer edge of A5-size paper horizontally. Place Attachment 4 “Auxiliary stacking try for A5-size paper” onto the stacking table.

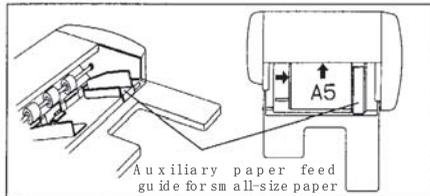


Figure 11

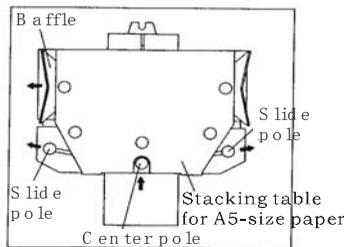


Figure 12

Note: Before placing Attachment 4, make sure to remove the center pole first. Then replace the center pole.

Adjust the stacking table

Adjust the paper guide selection on the stacking table (see Figure 13)

Different size paper requires different paper guide to guarantee a proper paper stacking.

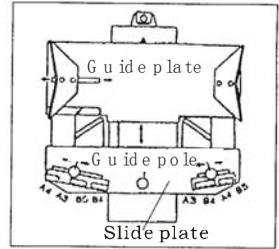


Figure 13

System check

Press the “**Check**” key and the machine feeds paper twice for check. Then, the screen displays:



After the completion of the check, the machine automatically identifies the status of each paper feed table and paper thickness.

After checking the machine, take the second sheet out to confirm the number of sheets. If the number is right, replace the paper. If not, take the two checked sheets out. Press the “**Check**” key again.

If the size or content of a certain paper feed table has changed, press the “**Check**” key and the machine re-identifies the attribute of paper.

Note: Before pressing the “check” key, make sure to properly place the paper to be collated onto the paper feed table. After completion of the check, make sure to check if the collated paper is correct.

Ascending collating

After “**Check**”, directly press “**start**” button, the machine starts collating. “**Collating(U)...**” appears on the display screen. A counter appears in the upper right corner, with the number increasing from “**0000**” .

Descending collating

After “**Check**”, press the number key to input a preset collating number, then press “**Start**” button, the machine starts collating. “**Collating(D)...**” appears on the display screen. A counter appears in the upper right corner, with the number descending from the preset number.

The machine stops automatically when the counter turns to “**0000**”.

Change the preset collating number

If need to change the preset collating number, press the “**Clear Counter / On/Off Double Detect**” key. The number on the upper-right corner of the screen will be cleared to “**0000**”. After input the number correctly, press the “**Start**” key.

Stop collating

When need to stop collating, press the “**Clear Error / Stop**” key.

Stacker full

The stacking height of the stacking table is 65mm, equivalent to 600 sheets of 80g/m² paper. When the stacking height is over 65mm, “**Stacker full**” appears on the screen. The machine will automatically stop. After removing the collated sheets, press the “**Start**” key and the machine will resume running.

No paper

When the paper feed table in use has run out of paper during collating. The collator will stop collating. If need to resume collating from the station, Load

the same paper onto the paper feed table. Press the **“Start”** key and the machine resumes collating. If the station is not used to resume collating, press the **“Check”** key to re-check, and then press the **“Start”** key again. The machine will resume collating.

On/Off double detect

You can use the function when the machine frequently makes mistake in double sheet detection due to too poor sheet quality (non-uniformity of sheet thickness). Press and hold **“Clear Counter / On/Off Double Detect”** button for 3 seconds until **“ND”** appears in the lower part of the display screen, indicating the machine has already cancelled double sheet detection.

Sheets are ejected backwards

Press and hold **“Paper Size / Online select”** button for 3 seconds, **“Online NC”** appears in the lower part of the display screen. The machine’s sheet outlet turns backwards.

You can select the function to use the collating machine and the folding & binding machine together when they are cascaded.

On/Off crisscross

Press and hold **“0 / On/Off Crisscross”** button for 3 seconds, **“NC”** appears in the lower part of the display screen. The swing of the stacker is stopped

Total count

After start or reset, **“0000000AX10”** appears in the below right of the display screen , **“A”** represents a number and **“A”** multiply **“10”** represents the total amount of sets the machine collated.

Selection for paper feed pressure (see Figure 14)

Station 1 and Station 10 have 4 adjustable pressures levels. From Station 2 to Station 9 have 3 adjustable paper feed pressure levels. Usually, the paper feed pressure of common paper (A4, 80g paper) is the second level (Note: The 1st level is weak. The 3rd level and 4th level are strong)

When “**double-feed**” occurs often during paper feed, reduce the paper feed pressure to the 1st level. When “**paper feed failure**” occurs often during paper feed, increase the paper feed pressure to the 3rd level. When the paper thickness changed, the paper feed pressure should be adjusted.

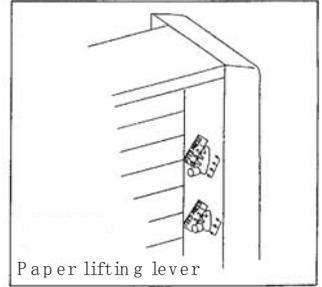


Figure 14

(Reduce the paper feed pressure to the 1st level for the thin paper and increase to the 3rd level for the thick paper.)

Selection for the paper separation pressure (see Figure 15)

The of paper separation pressure common paper (A4, 80g paper) is usually the 2nd level (Note: The 1st level is weak and the 3rd level is strong); When “**double-feed**” occurs often during paper feed, increase the paper separation pressure to the 3rd level. When “**paper feed failure**” occurs often during paper feed, reduce the paper separation pressure to the 1st level. When the paper thickness changed, the paper separation pressure should be adjusted.

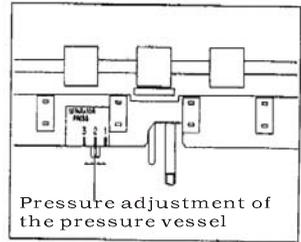


Figure 15

(Increase the paper separation pressure to the 3rd level for the thin paper and reduce to the 1st level for the thick paper.)

Note: It is often necessary to properly adjust the paper feed pressure or the paper separation pressure respectively as the temperature and humidity change

Solve troubles of paper feed

Double-feed

When “**double-feed**” occurs during collating, the collator will stop collating and “**Bin ...douberr**” appears on the display screen.

Remove the sheets at the top on the stacking table.

Press the “**Clear Error / Stop**” key to cancel malfunction lockout. Then, press the “**Start**” key, the machine resumes collating.

Paper feed failure

When “**paper feed failure**” occurs during collating, the collator will stop collating and “**Bin ... feed Err**” appears on the display screen.

Remove the sheets at the top on the stacking table.

Press the “**Clear Error / Stop**” key to cancel malfunction lockout. Then, press the “**Start**” key, the machine resumes collating.

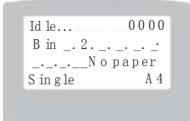
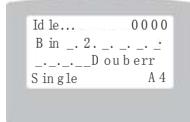
Paper jam

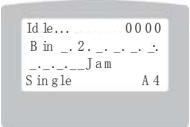
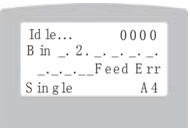
When “**paper jam**” occurs during collating, the collator will stop collating and “**Bin ... jam**” appears on the display screen.

Remove the sheets at the top on the stacking table.

Press the “**Clear Error / Stop**” key to cancel malfunction lockout. Then, press the “**Start**” key, the machine resumes collating.

Troubleshooting

Troubles	Possible cause	Action
<p>The machine stops during operation and displays:</p> 	<ul style="list-style-type: none"> ✧ The door not securely closed 	<ul style="list-style-type: none"> ✧ Check the door. Make sure to securely close the upper end and lower end of the door.
<p>The machine stops during operation and displays:</p> 	<ul style="list-style-type: none"> ✧ A certain station has run out of paper ✧ Paper not properly loaded ✧ Connector of the paper feed sensor not properly plugged 	<ul style="list-style-type: none"> ✧ Check the paper feed table and add paper ✧ Properly re-load the paper ✧ Plug the connector fully into the socket.
<p>The machine stops during operation and displays:</p> 	<ul style="list-style-type: none"> ✧ Sticky paper ✧ Too thin paper ✧ Different paper weight on the station ✧ Too strong paper feed pressure ✧ Too weak paper separation pressure 	<ul style="list-style-type: none"> ✧ Take the paper out for a check, and replace the paper ✧ Use up-to-standard paper $\geq 40\text{g/m}^2$ ✧ Use uniform paper quality in the same station. ✧ Adjust the paper feed pressure one level weaker ✧ Adjust the paper separation pressure one level stronger

Troubles	Possible cause	Action
<p>The machine stops during operation and displays:</p> 	<ul style="list-style-type: none"> ✧ The paper is not flat ✧ Too thick paper ✧ Too large paper separation pressure 	<ul style="list-style-type: none"> ✧ Take out the paper that is not flat ✧ Use the paper that is up to thickness requirement ✧ Adjust the paper separation pressure one level weaker ✧ Remove the jammed paper after the machine stops
<p>The machine stops during operation and displays:</p> 	<ul style="list-style-type: none"> ✧ The paper is not properly aligned when is loaded onto the paper feed table ✧ The size the sheet is not the same as that of the previous one. ✧ curled/folded corner. Of sheet 	<ul style="list-style-type: none"> ✧ Re-align the paper ✧ Take out the sheet of the different size ✧ Flatten the sheet with curled/folded corner.
<p>The machine stops during operation and displays:</p> 	<ul style="list-style-type: none"> ✧ The stacking table is full 	<ul style="list-style-type: none"> ✧ Remove the collated paper in the stacking table
<p>The stacking table is not full, but “the stacking table is full” appear on the screen</p>	<ul style="list-style-type: none"> ✧ Too long paper, < 420mm ✧ Emitting/receiving photoelectric sensor of the stacking table is blocked by paper dust 	<ul style="list-style-type: none"> ✧ The paper length should not exceed 420mm. ✧ Clean mitting/receiving photoelectric sensor

Troubles	Possible cause	Action
<p>The power switch is turned on, but nothing appears on LCD screen</p>	<ul style="list-style-type: none"> ✧ No power supply ✧ The power cord not plugged ✧ The machine fails 	<ul style="list-style-type: none"> ✧ Check the power supply ✧ Check if the power cord is securely plugged ✧ Push “circuit breaker” <p>Contact with the dealer if the above actions can’t solve the trouble</p>
<p>After the “start” key pressed, the machine doesn’t function properly</p>	<ul style="list-style-type: none"> ✧ The “Check” key hasn’t been pressed 	<ul style="list-style-type: none"> ☆ The “Check” key must be pressed first before proper/continuous operation.. The “start” key can be pressed for the machine to enter into proper operation only after it completes the check and the “standby” appears on the screen.

Troubles	Possible cause	Action
The paper jam or uneven stacking occurs to the stacking table	<ul style="list-style-type: none"> ✧ The left paper guide is not in a right position ✧ The “aligning wire” is properly placed 	<ul style="list-style-type: none"> ✧ Align the left paper guide ✧ Re-align the slide plate of the stacking table as well as the left/right slide poles according to the paper size ✧ Re-place the “aligning wire” properly.
Paper jam 、 double-feed 、 no paper occurs frequently	<ul style="list-style-type: none"> ✧ The paper feed roller/ pressure vessel is dirty ✧ The paper edge is curled ✧ Service lifetime of the paper feed roller /pressure vessel expires ✧ Ungrounded; the static caused the machine malfunctions 	<ul style="list-style-type: none"> ✧ Clean the paper feed roller/ pressure vessel ✧ Flatten the paper. ✧ Change the paper feed roller/ pressure vessel ✧ Make grounding connection
“Double-feed” occurs often	<ul style="list-style-type: none"> ✧ Too small paper separation pressure ✧ Too large paper feed pressure 	<ul style="list-style-type: none"> ✧ Increase the paper separation pressure ✧ Reduce the paper feed pressure
“Paper feed failure” occurs often	<ul style="list-style-type: none"> ✧ Too large paper separation pressure ✧ Too small paper feed pressure 	<ul style="list-style-type: none"> ✧ Reduce the paper separation pressure; ✧ Increase the paper feed pressure

Troubles	Possible cause	Action
Actual one paper feed but “double-feed” trouble occurs	<ul style="list-style-type: none"> ✧ The paper quality is not the same as that of the checked one ✧ Different contents of the presswork 	<ul style="list-style-type: none"> ✧ The paper quality in the same station must be the same. Remove the paper of different quality Contents of the presswork in the same station must be exactly the same. Remove the different presswork.
The surface of the collated presswork becomes dirty	<ul style="list-style-type: none"> ✧ The printing ink of the presswork stains the paper separation roller, belt and rubber rollers as it is not completely dry 	<ul style="list-style-type: none"> ✧ The printing ink of the presswork should be completely dry. Clean the paper separation roller or open the back door to clean the belt and rubber rollers
The machine suddenly stops during operation, and the information on the screen disappeared	<ul style="list-style-type: none"> ✧ The power supply cut off or the power cord is loosen ✧ Overcurrent ✧ The machine is damaged 	<ul style="list-style-type: none"> ✧ Check the power supply. Re-plug the power cord securely ✧ Press the “circuit breaker” ✧ Contact with the dealer

Troubles	Possible cause	Action
After changing new paper, double-feed/paper jam/uneven feed occurs frequently	<ul style="list-style-type: none"> ✧ Wet paper. ✧ Too weak paper 	<ul style="list-style-type: none"> ✧ Make paper dry ✧ Select relative hard paper
System troubles 1~8	<ul style="list-style-type: none"> ✧ Hardware troubles of the machine 	<ul style="list-style-type: none"> ✧ Contact with the dealer

Maintenance



Note! Make sure to turn the power off before maintenance.

Clean the paper feed roller and pressure vessel

Take out the paper feed roller: After removing the “paper feed table”, hold the most right part of the paper feed roller shaft with right hand. Push it leftward with a little force to make the paper feed roller shaft disengaged from the “clutch shaft”, and then slowly turn the right end of the shaft clockwise outwards.

Put the right end of the shaft into the middle of the two plastic slots and then slowly take out the paper feed roller.

Wipe off the dirt with a piece of soft cloth dipped into a small amount of alcohol or other detergents (Do not use cleaning liquid with dissolving or eroding capability). Gently wipe off the dirty on the surface of the rubber rollers. Finally use a piece of clean soft cloth to wipe off the remaining detergent.

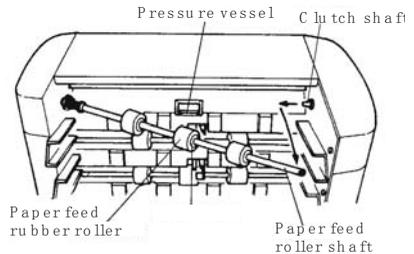


Figure 16

Clean the pressure vessel: Use the above-mentioned method to clean the dirt on the surface of the pressure vessel.

Install the paper feed roller: place the end with the spring on the left (the end with a notch on the shaft is on the right). Incline it as shown in Figure 16. Place the white plastic part on the left end of the shaft into the round hole on the left

wall and the right end of the shaft to the middle of the two right plastic slots. Slowly turn counterclockwise inwards. When approaching the horizontal position, push the shaft leftward and make the right end of the shaft inserted into the clutch shaft on the right wall. Then turn the paper feed roller shaft and make a small “pin” on the clutch shaft exactly fall into the small notch of the paper feed roller shaft. Sometimes a sound “ka” can be heard.

Method to check if both left and right ends of the “paper feed roller” are securely installed: Gently turn the paper feed roller with a hand. The paper feed roller can turn smoothly and the black pin on the right end of the shaft turns along as the roller is turning, indicating that the roller is securely installed.

After completing the installation of the “paper feed roller”, install the “paper feed table”. Then securely plug the connector on the right side of the paper feed table

Clean the “paper conveying roller” and the “flat belt” at the back door

After opening the back door, use the above-mentioned method to clean the dirt on the belt. Pull the belt downward or upward to clean all the dirt on the belt. After the belt is completely dry, securely close the door again.

Spare parts

The “paper feed roller” and “pressure vessel” would wear and tear after a long time use. When need to change the two parts, please contact with the dealer.

Note: Paper dust and other unwanted things might result in collating failure. Cover it with a piece of cloth when it is not used. Some parts of the machine would generate heat after a long time use. Stop using

Model	ST-I	ST-II
Stations	10	6
Paper size	A3, B4, A4, B5 and A5	
Paper quality	35~210g/m ² (the first station and the 10 th station: 35~210 g/m ² . from the second to ninth station: 40~160 g/m ²)	
Speed	3000 sheets /hour (A4-size paper) 2400 sheets/hour (A3-size paper)	
Station capacity	28 mm (approx. 250 sheets of 80g/m ² paper)	
Stacking capacity	65 mm (approx. 600 sheets of 80g/m ² paper)	
Stacking device	Crisscross collating	
Error display	① no paper on No. X table ② paper jam from No. X table ③ paper feed failure ④ double-feed from the No. X paper table ⑤ the paper stacking table is full ⑥ the door not closed ⑦ system troubles ⑧ stapler troubles	
Power supply	110V/220V/240V 50Hz/60Hz	
Power consumption	180W	
Noise level	≤65 dB	
Net Weight	Approx.73 kg	Approx.60 kg

Note: The manual is subject to change without notice.