

# **Operation Manual**

## **UCHIDA STAPLER-PUNCHER**

### **MODEL SP-22**



Read this “Operation Manual” carefully before use.  
Keep it at a specific place for handy reference.

**UCHIDA YOKO CO., LTD.**



# Safety Instructions

## Definition of Symbols and Notes

In this manual following names and signs stand for possible dangers.



### Danger

This Symbol stands for immediate danger threatening the life and health of persons. Disregarding these instructions may cause severe damage to health and even serious injuries.



### Caution

This symbol stands for an endangering situation that may occur. Disregarding these instructions may lead to slight injuries or damage to property.



### Note

This symbol stands for notes, operational hints and other useful information. They are convenient for exploiting the machine's functional abilities.

## Danger

	Be sure to connect the ground. If not, electric leakage may result, which can cause fire or an electrical shock. <u>If you cannot connect the ground, consult your dealer or a maintenance or service company.</u>
	Operate the collator with AC current only. Use an exclusive outlet, as overloading may cause fire or an electrical shock.
	Do not place receptacles containing water, such as vases, flowerpots and cups, on the machine. Spilled water can cause fire or an electrical shock
	Do not remove the cover of the machine, as it can cause an electrical shock or injury.
	Do not damage, destroy or process the power plug and cord. Placing heavy things on the cord, pulling it, or bending it forcibly may damage the plug and cord and cause fire or an electrical shock.
	Do not remodel the machine. It may cause fire or an electrical shock.
	Do not plug or unplug the power cord from an outlet with a wet hand; it can result in an electrical shock.
	Continuing operation in spite of irregularities, such as overheating, smoking and unusual odor, may cause fire or an electrical shock. In such cases, turn off the power switch, remove the plug from the outlet and contact your dealer.
When foreign substances, such as metal fragments, water or other liquids, fall into the machine, turn off the power switch immediately, remove the plug from the outlet and contact your dealer. Continued operation with such substances in the machine may cause fire or an electrical shock.	

## Caution

	Do not install the machine in an unstable place, such as one that shakes or tilts. The machine may fall, causing breakage or physical injury.
	Do not install the machine in a humid or dusty place; excessive humidity and dust can cause fire or physical injury.
	Never unplug the power cord from the outlet by gripping the cord itself. Doing so may damage the cord, causing fire or injury. <u>Always disconnect the machine by gripping the plug.</u>
	Be sure to remove the power plug from the outlet when moving the machine, otherwise it may damage the cord, causing fire or an injury.
	When the collator will not be used for several days, such during consecutive holidays, etc., be sure to unplug the power cord from the outlet for safety 's sake.
	Do not open the unit cover and main cover during operation, or it may cause an accident.
	Do not touch any part of the drive, including the roller, with a hand. It may cause an injury.

# INTRODUCTION

Read this “Operation Manual” carefully before use.  
Keep it at a specific place for handy reference.

Since the specifications of this machine are subject to change, be sure not to mistake this manual for one of a different mode, descriptions of may differ.

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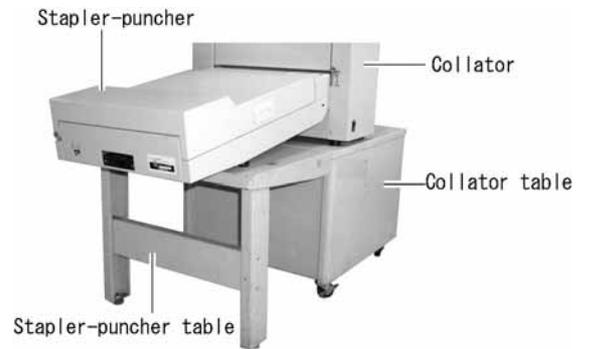
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# 1. Precautions before Installation and Use

## 1.1 Place for installation

This machine is also designed for IT power systems.

- (1) Install the machine on a stable and level place.
- (2) Use the Stapler-Puncher table designed for this machine.
- (3) Avoid installing the machine in the following places for safety's sake and to avoid mechanical problems.
  - Locations exposed to direct sunlight.
  - Humid and/or dusty places
  - Places exposed to wind, or near heat sources



## 1.2 Transport precaution

Handle with care so that the machine will not suffer shock or vibration.

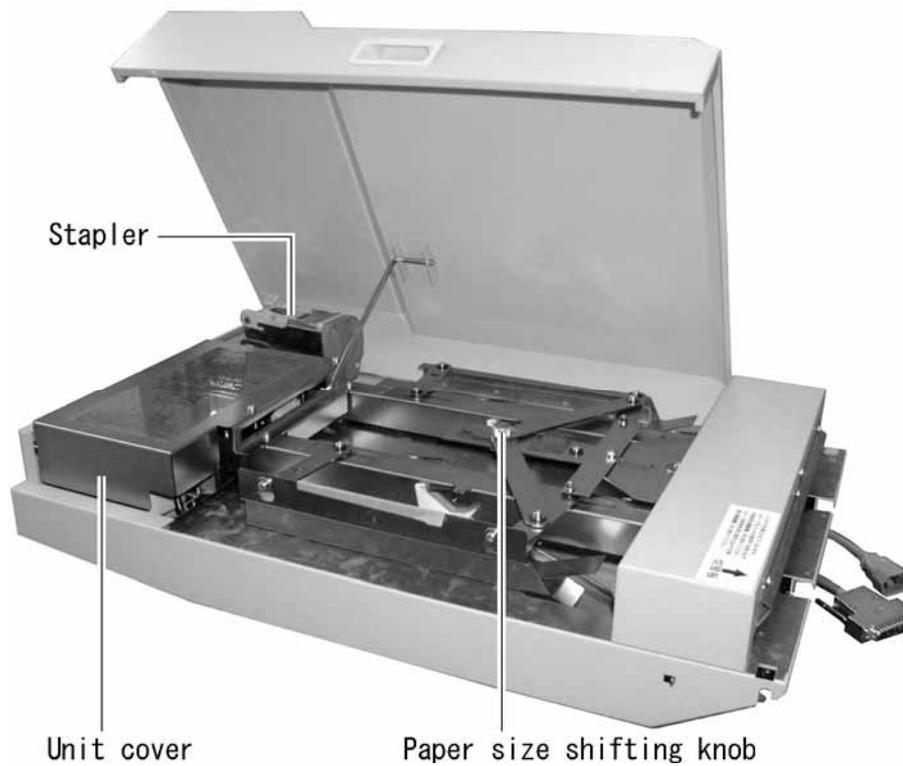
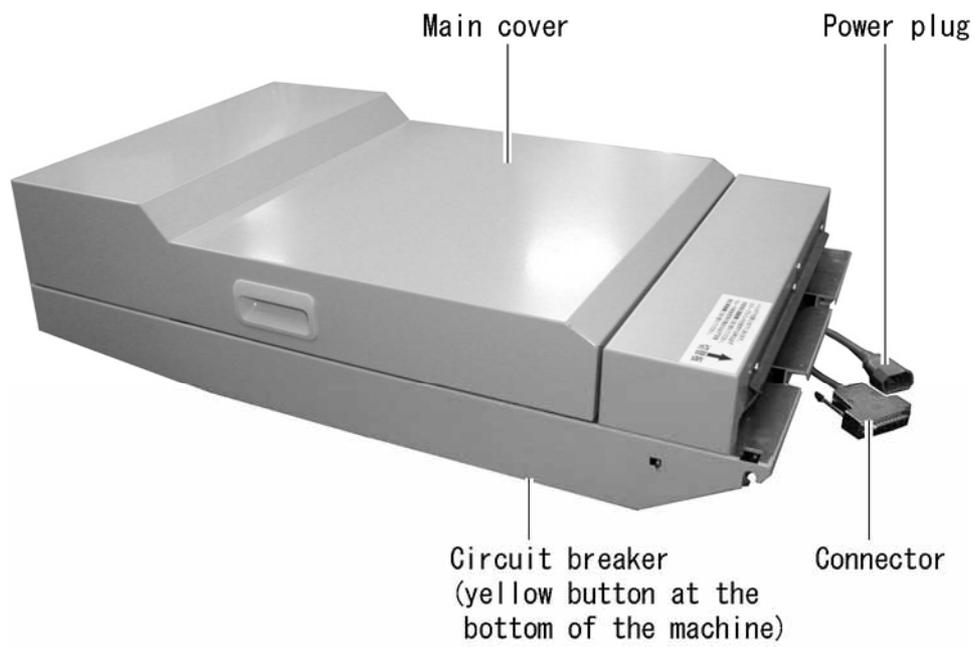
## 1.3 Confirmation of contents and attachments

After unpacking the collator, check the attachments.  
Should any part be missing, contact your dealer immediately.

Attachment	Qty	Figure
Staple cartridge	1	

## 2. Component Name

### 2.1 Overview



### **3. Matters for Special Note**

#### **3.1 Definitions**

Term	Explanation
Paper jam	Paper stuck in the machine
Double feed	Feeding two or more sheets together

#### **3.2 Characteristics and purpose of use**

- Can staple and punch up to A3 size paper.
- Operation with or without punching can be selected.

#### **3.3 When not in use**

Remove the power plug from the outlet.

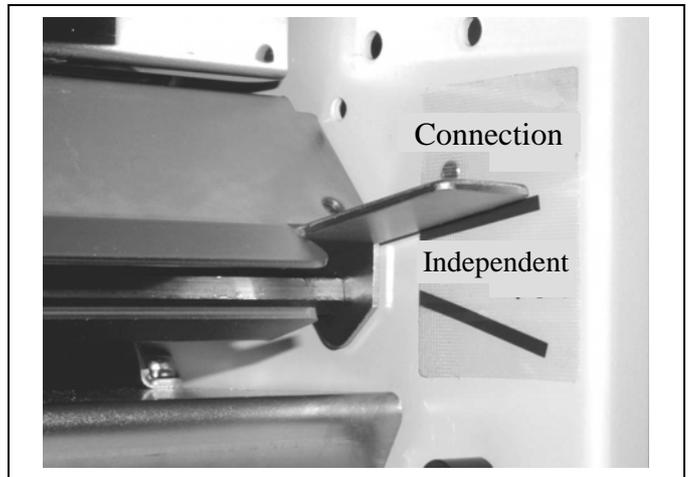
#### **3.4 Caution while in use**

- The power plug should be fully inserted into the outlet.
- Take care to prevent foreign matter from falling into the machine.
- Never turn the power switch off while the machine is operating.
- In the event of abnormal noise, bad odor or smoke, turn off the power switch immediately and contact your dealer.

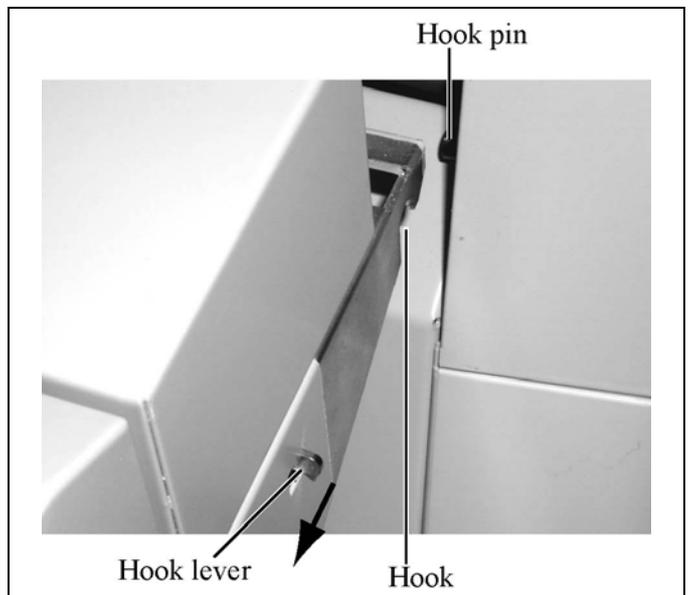
## 4. Preparations before Use

### 4.1 Installation

- (1) Set the shift lever at Connection.



- (2) Secure the hooks (one each at right and left sides) of the stapler-puncher to the collator hook pins. When removing them, do so while pulling out the hook lever (one each at right and left sides) of the stapler-puncher.

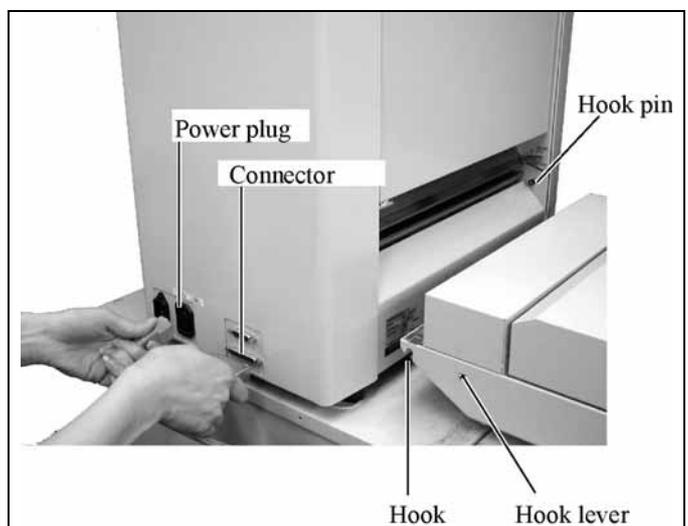


- (3) Insert the connecting plug of the stapler-puncher into the collator's connector and fasten them firmly with two screws.

**⚠ *Caution!***

**Be sure to insert the connector in the proper direction.**

- (4) Insert the stapler-puncher power plug into the collator optional power outlet.

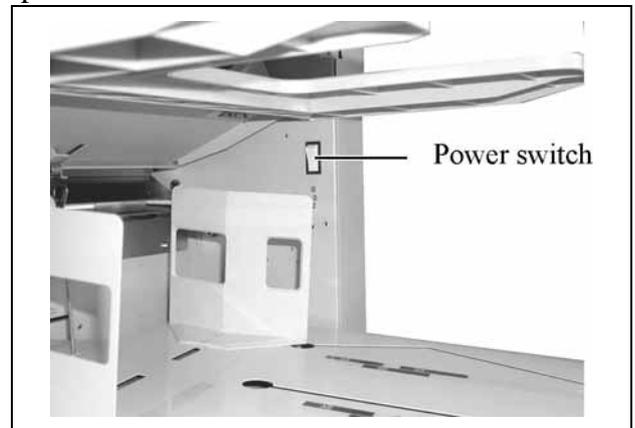


## 5. Operation

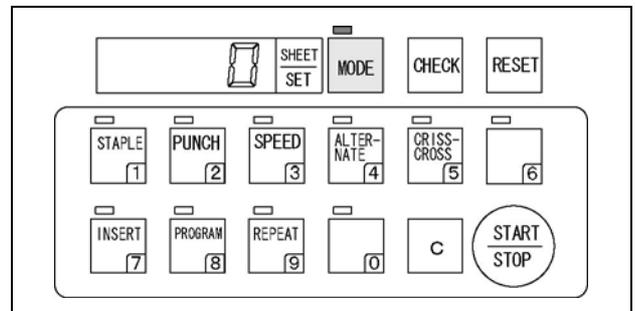
### 5.1 Procedure and method

When using the stapler-puncher, also refer to the collator operation manual.

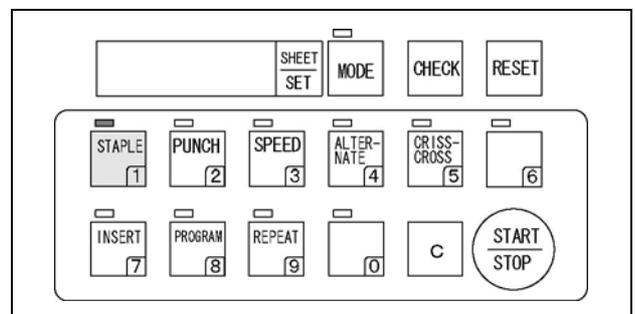
- (1) Turn the power switch on.



- (2) If stapling is not required, press the **PROGRAM** key on the collator operation panel to switch to Program mode.  
(PROGRAM lamp will light)



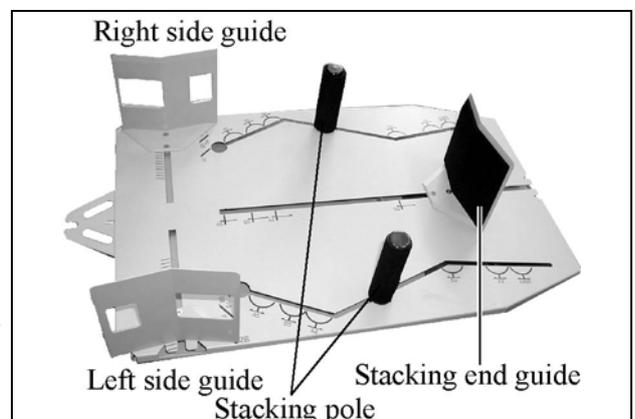
- (3) Press the **STAPLE/1** key on the operation panel.  
Stapling mode On: Lamp is lit.  
Stapling mode Off: Lamp not lit.  
Stapling is designed to be On with nothing programmed after the collator power switch is on.



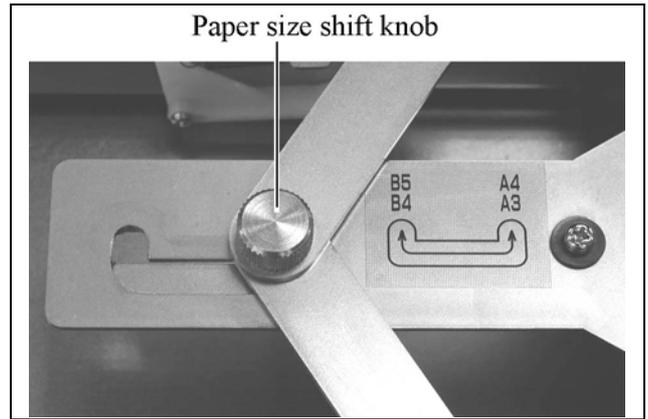
- (4) Load the paper on the collator stations to be used; adjust the stacking table guides left and right, slide poles, and stacking slide guide to fit the paper size.

**⚠ Caution!**

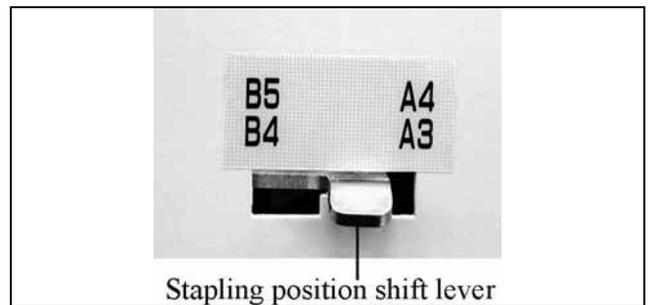
Set the paper neatly and adjust it to fit the paper feed guides. If the paper is not set properly, its corners will not be uniform at the time of stapler-puncher processing.



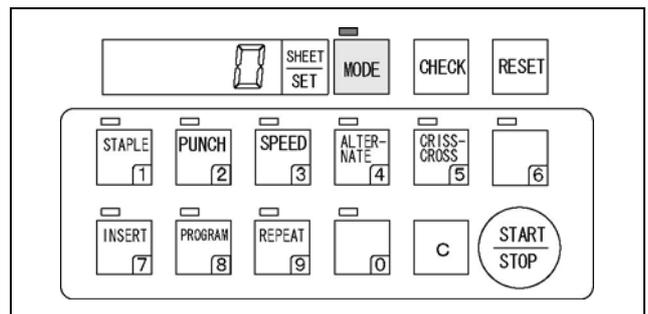
(5) Open the main cover and set the paper size shift knob to paper size.



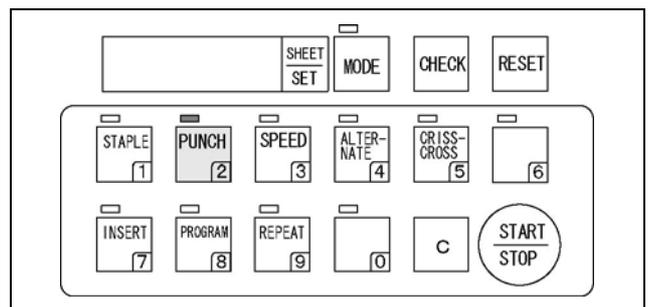
(6) Set the stapling position shift lever for the paper size.



(7) If punching is not required, press the **MODE** key on the collator operation panel to switch to Program mode. ( **MODE** lamp will light)



(8) Press the **PUNCH/2** key on the operation panel.  
 Punching mode On: Lamp is lit.  
 Punching mode Off: Lamp not lit.  
 Punching is designed to be On with nothing programmed after the collator power switch is on.



**⚠ Caution!**

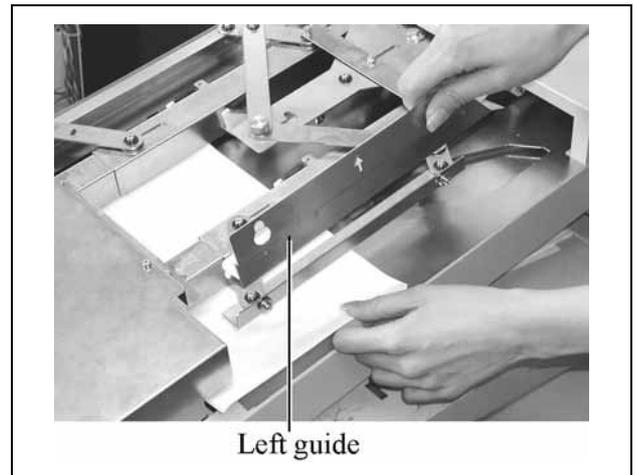
**Pay special attention to paper with curled edges, flaws, or folds as they might cause problems. To process paper soon after being printed, let the ink dry first.**

	<b>Caution</b>
<b>Do not open the main cover while the machine is in operation, as it may cause an accident.</b>	

## 5.2 Trouble symptoms and corrective action

- Paper jam: The machine stops and the Paper Jam lamp on the collator operation panel flashes.

Open the main cover, remove aligning to the left guide and remove paper from the side of the machine.

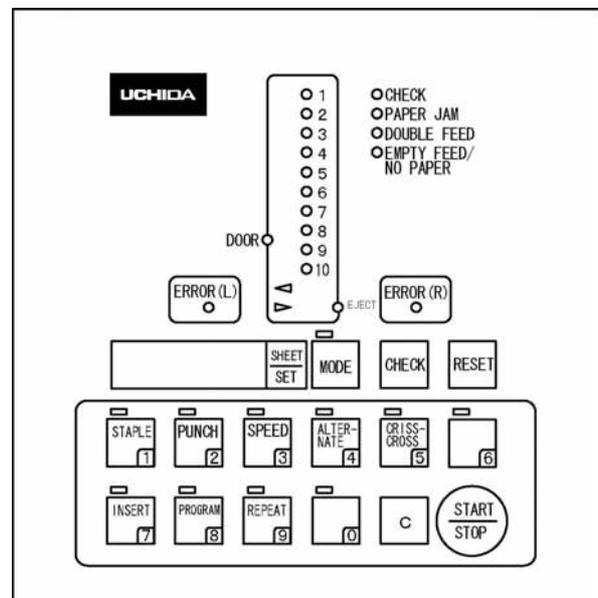


- Staple cartridge empty or staple jam: The machine stops and the Error (L) lamp on the operation panel flashes. See the instruction in 5.5 "Staple cartridge replacement."

- Paper feed trouble on the collator side: Should collator side paper feed trouble occur, the paper is ejected to the stacker without stapling or punching.

- Machine stops owing to paper jam or no feed: Should the machine stop owing to paper jam or no feed, the last set will have pages missing. Add such pages to the stations.

- Machine stops owing to double feed: If the machine stops owing to double feed, the last set includes double pages. Remove duplicate pages from the last set.

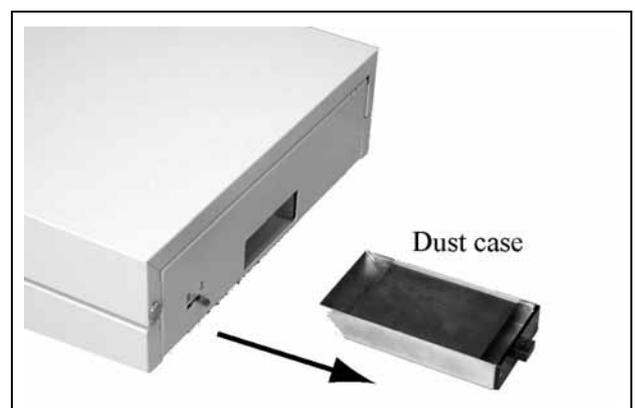


## 5.3 Disposing of punch scraps

Punch scraps accumulate in the dust case. Remove the case by pulling it to the front and dispose of the scraps.

### **⚠ Caution!**

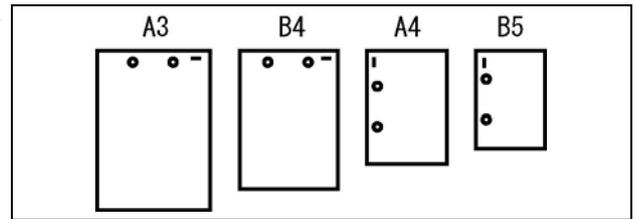
When collation is performed around 300 times, the dust case becomes full of punch scraps. Then, be sure to dispose of punch scraps. If collation is continued otherwise, it will cause paper jam. Also, be sure to remove scraps when starting to collate.



## 5.4 Stapling and punching position

The machine is designed to punch holes in the center of each size paper.

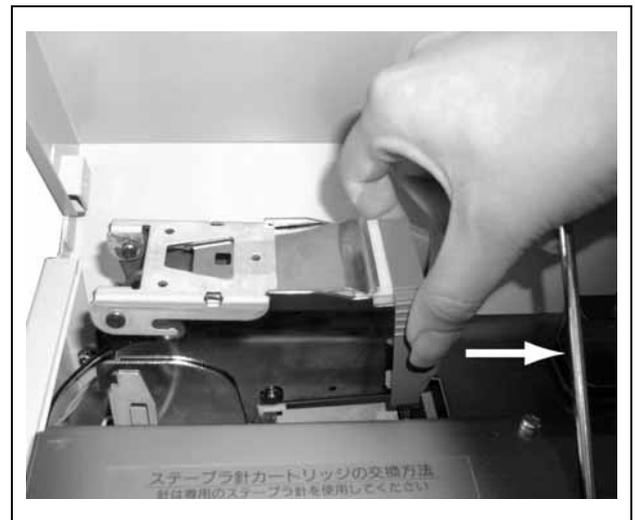
Set the stapling position according to paper size using the stapling position shift lever.



## 5.5 Staple cartridge replacement

Use prescribed staples only.

- (1) Turn the power switch off and unplug the power plug from the outlet (be sure to do so to avoid an accident).
- (2) Open the main cover of the stapler punch, and pull out the staple cartridge to the direction indicated with an arrow in by holding the plastic portion of the staple cartridge.



- (3) Insert a new cartridge firmly until it comes to the end of the stapler.

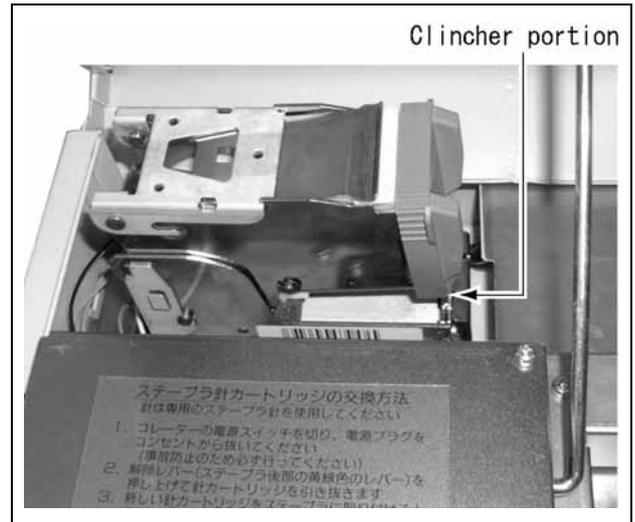
### **⚠ Caution!**

**When the cartridge is not inserted at the deep end, a staple cannot be applied correctly.**



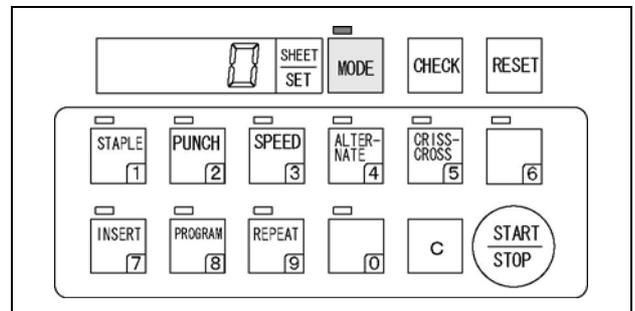
(4) Conduct empty stapling

Insert a sheet for empty stapling in the clincher portion of the machine and close the main cover.



(5) Press the **MODE** key on the collator operation panel to switch to Program mode.

( **MODE** lamp will light)

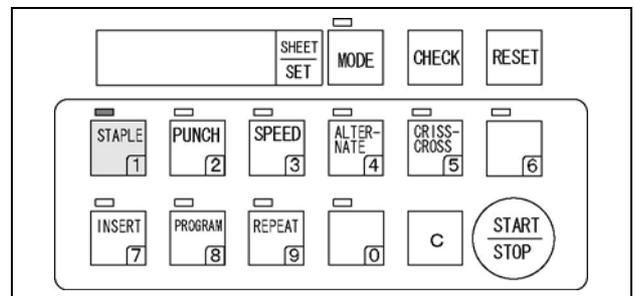


(6) Press the **STAPLE/1** key on the collator operation panel for three seconds.

Stapling mode On: Lamp is lit.

Stapling mode Off: Lamp not lit.

Stapling is designed to be On with nothing programmed when the collator power switch is on.



(7) Repeat procedures (5) and (6) until the staple hits the sheet for empty stapling.

**⚠ Caution!**

If empty stapling is performed continuously, slide the sheet so that staples hit the same place. Otherwise, a staple jam will occur.

## 5.6 Punching

Each time the **MODE** key and **PUNCH/2** key on the collator operation panel are pressed, punching mode will switch on and off.

Punching mode On: **PUNCH/2** lamp lit.

Punching mode Off: **PUNCH/2** lamp not lit.

## 5.7 Staple jam

(1) Turn off the collator power switch and pull the power plug from the outlet (be sure to do so to avoid an accident).

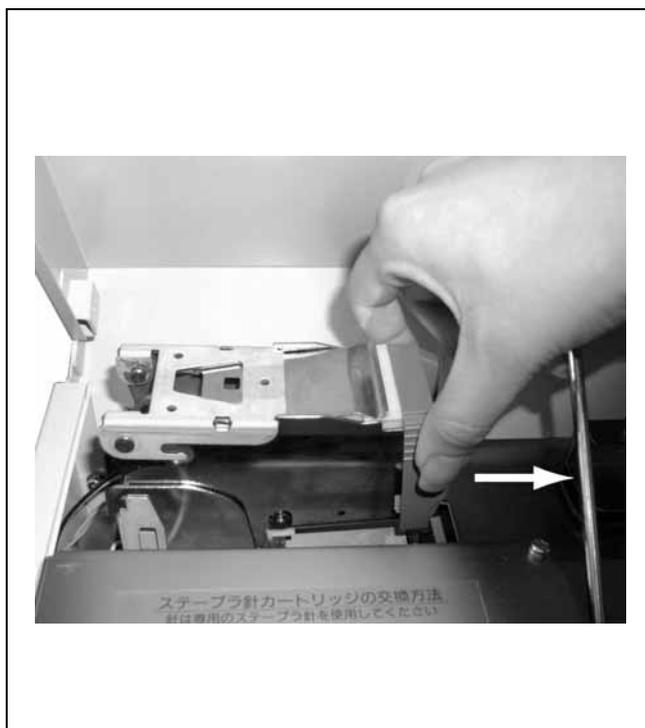
(2) Open the main cover of the stapler punch, and pull out the staple cartridge to the direction indicated with an arrow in by holding the plastic portion of the staple cartridge.

### **△ Caution!**

**If staples or part of a sheet remains in the clincher, remove it using radio pliers, etc.**

(3) Hit Empty Stapling.

(4) Resume the procedure referring to 5.5. “**Staple cartridge replacement (4).**”



## 6. Maintenance, Inspection, Expendables

### 6.1 Important for maintenance and inspection



**Danger**

When conducting inspections and maintenance, be sure to remove the power plug from the outlet. If not, it may cause injury or electric shock.

### 6.2 Daily maintenance

- Feed belt

Occasionally clean the feed belt using the prescribed cleaning kit (sold separately). A dirty belt can cause improper stapling.

- (1) Disconnect the stapler-puncher from the collator.
- (2) Dampen the cleaning rod felt with the prescribed cleaning fluid.
- (3) Connect the stapler-puncher power plug and connector to the collator and turn on the collator power switch; set the shift lever at Connection.
- (4) While pressing the **RESET** key on the operation panel, the feed belt will idle.

As it idles, hold the dampened cleaning rod felt against the exposed part of the feed belt.

**⚠ Caution!**

**Take care that fingers, etc. are not caught in the belt, etc.**

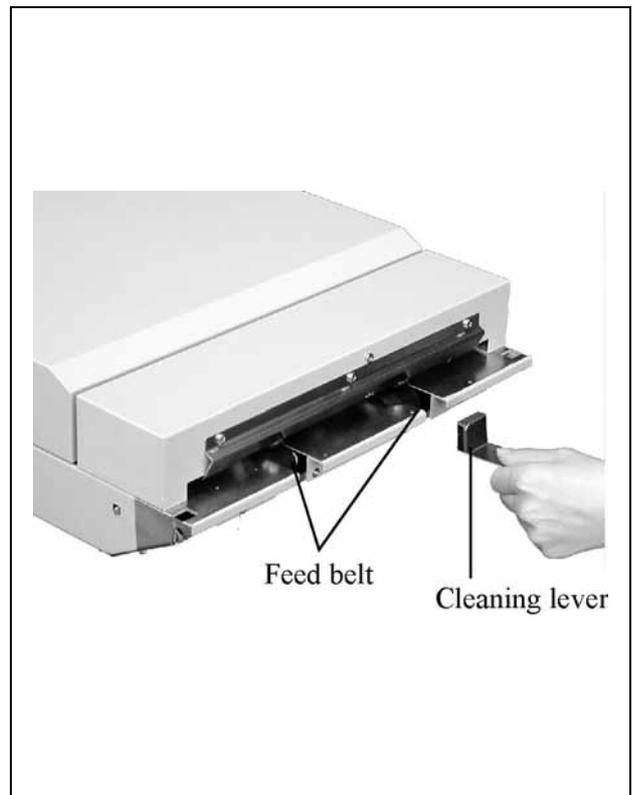
- (5) Reconnect the stapler-puncher to the collator.  
Install it firmly to prevent paper feed trouble

- Cleaning the exterior

Wipe off any stains using a cloth dampened with diluted neutral detergent and wrung tightly.

**⚠ Caution!**

**Do not use solvent cleaning liquids as they may cause discoloring.**



## 7. Troubleshooting

### 7.1 Nature of problem and corrective action

Status	Possible Cause	Corrective Action
Cannot switch to stapler-puncher	Connectors (two) linking collator and staple-puncher improperly attached	Properly attach them.
	Stapler-puncher circuit breaker off	Push circuit breaker button.
Paper not neatly delivered	Paper not loaded neatly on each station	Place paper in order, then set the guides close to the paper.
	Paper deformed, curled or damaged Processing paper soon after being printed	Correct curling, etc.; do not use deformed or damaged paper. Let ink dry for at least a week before processing.
	Copied paper just after leaving copier	Allow enough time for static electricity to dissipate before processing. It is advised that, if the edges of paper to be collated (four sides) is wiped with wet towel, etc., static electricity can be removed.
	Paper of odd specifications used	Use specified paper only.
	Paper size shift lever improperly set	Adjust lever to paper size.
	Paper loaded on stations not of uniform size	Use paper of the same size.
	Stapler-puncher incorrectly attached to the collator	Install it firmly so it does not wobble.
Paper jams when paper enters the stapler-puncher from the collator	Stapler-puncher incorrectly attached to the collator	Install it firmly so it does not wobble.
	Foreign matter where paper passes	Remove foreign matter.
	Paper curled or deformed	Correct curling; do not use deformed paper.
Paper jams when returning to the collator from the stapler-puncher	Paper curled upward or deformed	Correct curling; do not use deformed paper.
	Stapler-puncher incorrectly attached to the collator	Install it firmly so it will not wobble.
	Foreign matter where paper passes	Remove foreign matter.
Empty Stapling	Staple cartridge improperly set	Set cartridge properly.
	Staple sheet fails to reach the proper position	Hit Empty Stapling.
	Staples stuck at edge of cartridge	Correct it to the normal position.
	Staple cartridge improperly set	Set it properly.
No stapling	Stapling mode not programmed	Press the <b>MODE</b> and <b>STAPLE/1</b> keys. ( <b>STAPLE/1</b> lamp will light)
	Connectors (two) linking the collator and stapler-puncher loose or undone	Connect them firmly.
	Stapler-puncher circuit breaker off	Push the circuit breaker button.
	Foreign matter in the drive portion of the stapler	Remove foreign matter.

Status	Possible Cause	Corrective Action
No punching	Punching mode not programmed	Press the <b>MODE</b> and <b>PUNCH/2</b> keys. ( <b>PUNCH/2</b> lamp will light)
	Connectors (two) linking the collator and stapler-puncher loose or undone	Connect them firmly.
	Stapler-puncher circuit breaker off	Push the circuit breaker button.
	Foreign matter in the drive portion of the stapler	Remove foreign matter.
ERROR(L) lamp on the collator operation panel lit	Main cover open	Close main cover.
“Err4” displayed on collator operation panel counter	Neither Stapling mode nor Punching mode programmed	Program one mode or the other.
Paper size shift knob does not move.	Paper stuck during the paper jogging procedure and the machine stopped.	Close the main cover, turn off the power switch and turn on the power again.

## 7.2. In case of breakdown

Should the collator need repair, contact your dealer.

## 8. Relocation or Disposal

### 8.1 Relocation

#### 8.1.1 Removal of the machine from its present location

Be sure to pull out the power plug from the collator.

Remove the stapler-puncher from the collator.

#### 8.1.2 Transport

- Transport the removed parts, attachments and Operation Manual together with the machine.
- Take care not to expose the collator to strong vibration or shock.

#### 8.1.3 Installation

When installing the collator at its new location, observe the same procedure as when first installing it.

### 8.2 Disposal

When disposing of the collator, ask a contractor specialized in industrial waste disposal to handle it in accordance to the ordinance of each municipality.

## 9. Product Specifications

### 9.1 Specifications

Paper size	A3, B4, A4, B5
Paper quality	53-81g/m <sup>2</sup>
Processing capacity	Stapler-puncher: 660 sets/hour (A4 paper) Stapler : 840 sets/hour (A4 paper)
Punch hole size	Diameter:6mm, 2 holes Pitch: 80mm For B5 ad A4 size, holes are punches at the center of the longitudinal side of the paper. For B4 ad A3 size, holes are punches at the center of the shorter side of the paper.
Staples	Dedicated Staple cartridge (5000 staples/cartridge)
Processing type	Corner staple Corner staple + two punch holes
Power supply voltage	110 – 120 VAC, 220 – 240 VAC 50 and 60Hz
Power consumption	55W
Dimensions	660W × 390D × 185H mm
Weight	20 kg

NOTE: Specifications and appearance are subject to change without notice for improvement.

