

# ***Standard M2 Desktop Booklet Maker***

Instruction Manual



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# OPERATIONS MANUAL

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*Standard Nagel M2 Bookletmaker*

Read this manual, and thoroughly familiarize yourself with its contents before operating or servicing this equipment.



STANDARD



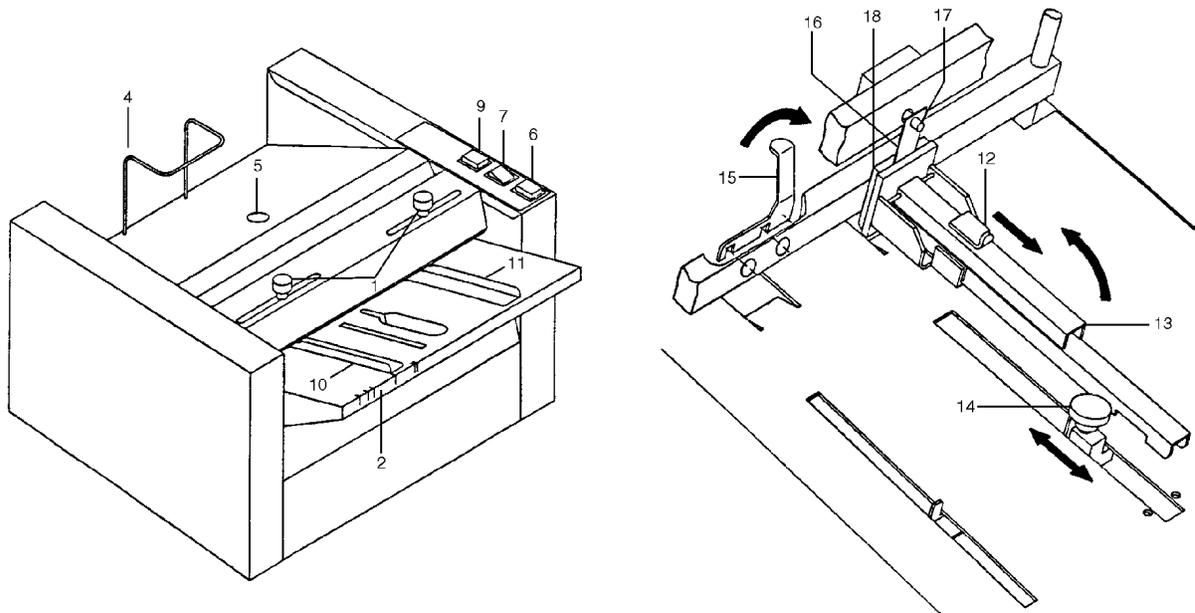


fig. 01

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Congratulations for choosing to purchase the BOOKLETMAKER FOLDNAK M2.

It makes fast and easy works of producing impressing looking booklets. Even small quantities become efficient to produce because adjustment requirements are minimal.

**COMPONENTS DELIVERED**

BOOKLETMAKER FOLDNAK M2 with two stapling heads, bag with two knurled screws (1), 5.000 NAGEL-Staples 26/6, instructions manual.

**1. SETUP**

Screw in the two knurled screws (1). Plug in the power cord.

**2. LOADING OF STAPLE MAGAZINE**

- Pull staple pusher (12) back until it locks on by itself
- Open magazine cover (13)
- Load staples
- Close magazine cover (13)
- Push staple pusher (12) gently down to unlock it and guide it towards the machine's front side. Do not let the staple pusher snap forward because this would smash the stick of staples.

You can use either of the three original NAGEL-Staple types 26/6 or Ri 26/6. We recommend that you use the staple types as shown below:

Staple Type:	Loop Staple Ri 26/6	Flat Staple 26/6
(Use only NAGEL staples as other staples may damage the stapling head or lead to bad results.)		
Booklets (2-15 sheets)	x	x

### 3. ADJUSTMENTS

#### 3.1 PAPER WIDTH

- Position the left side guide (10) according to the paper format required using the scale (2) and fix it with the knurled screw (1)
- Insert paper squaring it up parallel to the left guide (10)
- Shift the right side guide (11) closely to the inserted paper and fix it, leaving 1mm of air. Important: The side guides (10, 11) must not catch on the movement of the sheets.

#### 3.2 PAPER LENGTH

- Open cover (5)
- Adjust and fix the back stop (14) according to your paper format using the scale
- Close cover (5)

Check the adjustments 3.1 and 3.2 with a test run and readjust if necessary.

#### 3.3 POSITION OF STAPLING HEADS

The BOOKLETMAKER FOLDNAK M2 is able to use four stapling positions with up to four stapling heads (USA: 5 stapling positions with up to three stapling heads). DIN-distances between the stapling heads are 50x80x50mm (USA: 2 1/8" on center).

- Unlock the latch (15)
- Take out stapling head, put it into a new position and lock the latch (15). The driver blade's (16) hole needs to be hinged onto the pin (17), and the mark "26" on the driver blade must show towards the rear side of the machine.

#### 4. BOOKLETMAKING OR FOLDING

- Adjust guides (10, 11, 14) to paper format
- Insert paper making sure the sheets are squared up correctly
- Push button "START" (6)

The stacker (4) can be used to stack a couple of booklets. If you only want to fold paper without stapling then just remove the staples from the stapling heads.

**5. TROUBLESHOOTING****Machine is switched on, but the light inside the ON/OFF-Selector (7) is not on**

The power cord is plugged in improperly:	Push power cord thoroughly into power outlet.
Circuit breaker has been activated:	Push circuit breaker button in again. It is located at the machine's rear, beneath the power cord outlet.
Internal problem:	Contact your dealer.

**Button "START" (6) is being pushed, but machine does not work**

Cover (5) is open:	Close cover.
Staple jam inside staple channel:	Take off stapling head, remove both screws of front plate (18), take off front plate. Remove jammed staple, clean staple channel and reassemble.
Jam of the moving parts because too much paper has been inserted:	Push button „RESET“ (9) for a few seconds. The machine then runs backwards, enabling the operator to pull out jammed paper.
Circuit breaker has been activated:	Push circuit breaker button in again. It is located at the machine's rear, beneath the power cord outlet.
Internal problem:	Contact your dealer.

**Machine does not staple although the staple magazine is filled**

Driver blade (16) is not hinged onto pin (17):	Hinge hole of the driver blade (16) onto pin (17).
Driver blade (16) is missing:	Put in a driver blade. The mark "26" must show towards the rear side of the machine.
Staple jam inside staple magazine:	Use original NAGEL-Staples and make sure to only use types 26/6 or Ri 26/6.
Staple pusher (12) does not push staples:	Push staple pusher gently down to unlock and guide it towards the staples.
Staple jam inside staple channel:	Take off stapling head, remove both screws of front plate (18), take off front plate. Remove jammed staple, clean staple channel and reassemble. Use only original NAGEL-Staples and make sure to only use types 26/6 or Ri 26/6.

**Frequent misstapling or two staples in one position**

Insufficient staple quality:	Use original NAGEL-Staples.
Incorrect staple type:	Use original NAGEL-Staples, types 26/6 or Ri 26/6 only. See chapter 2.
Driver blade (16) has been put in the wrong way round:	Put in the driver blade with the mark "26" showing towards the rear side of the machine.
Residues inside staple channel:	Take off stapling head, remove both screws of front plate (18), take off front plate. Clean staple channel and reassemble the stapling head.
Driver blade (16) is scratched or bent:	Put in a new driver blade.
Button „START“ (6) is being pushed without paper inside the machine:	Remove jammed staples from the anvils and fire only with paper being inserted.

**Booklet is stapled correctly but incorrectly ejected**

Reduced stickiness of fold rollers because of dirt:	Clean fold rollers.
Too many sheets have been inserted:	Do not insert more than 15 sheets. See chapter 9.

**Booklets are being stapled or folded incorrectly**

The side guides (10, 11) or the back stop (14) are fixed improperly and move around:	Fix the locking screws of the side guides and back stop properly.
The side guides (10, 11) are too far apart from each other, allowing unparallel insertion of paper:	Shift side guides more closely together. See chapter 3.1.
The side guides (10, 11) are adjusted too tightly, causing larger paper formats to curl during folding which leads to incorrect stapling.	Shift side guides farther apart. See chapter 3.1.
Incorrect adjustment of back stop (14):	Adjust back stop more precisely, so that the machine folds in the center of the sheets.
Paper is not squared up correctly:	Square up paper correctly before firing.

## 6. MAINTENANCE

Replace scratched or bent driver blades (16). Clean the machine only with a soft and humid tissue without chemical substances. Clean the folding rollers using a substance that does not dissolve rubber.

## 7. SECURITY

- The machine must only be used for the stapling and folding of paper.
- Connect machine only to an earthed power outlet. Switch off after use.
- Make sure that the power requirement indicated at the machine's rear side is the same being provided on your premises before connecting the power cord. Check function of safety shut off regularly: The machine must not run with cover (5) opened.
- Clean and service the machine only with the power cord disconnected.
- Place on an even support and never in a humid surrounding, avoid direct sunlight immission.
- Never put mugs, glasses or bottles onto the machine.
- If you notice smoke, heat, excessive noises or any unusual performance, disconnect the power cord immediately and call your dealer.

**8. TECHNICAL DATA**

Input paper sizes for booklets	DIN A5 (5½x8½") - A3 (11x17", SRA3)
Maximum booklet size	60 pages or 15 sheets 80g-paper
Stapling heads	2, upgradeable to 4 (USA: max. 3)
Staple magazine	210 staples/stapling head
Staples/Loop Staples	NAGEL 26/6 (6mm leg length) NAGEL Ri 26/6 (6mm leg length, loop) NAGEL 26/8S (8mm leg length, steel)
Cycle speed	User dependent up to 500 booklets/h
Power requirements 100W	230V AC 50Hz, 100W / 110V AC 60Hz,
Weight (shipping weight)	39kg/86lbs. (41,5kg/91,5lbs.)
Dimensions (height x width x length) 510mm/20"	290mm/11½" x 490mm/19 <sup>1</sup> / <sub>3</sub> " x
Shipping dimensions (height x width x length) 24"	420mm/16 <sup>1</sup> / <sub>3</sub> " x 680mm/26 <sup>2</sup> / <sub>3</sub> " x
Accessories	Stand on Casters Additional stapling heads Original NAGEL-Staples
Manufacturer straße 21	ERNST NAGEL GMBH, Breitwiesen-  D-70565 Stuttgart, Germany



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