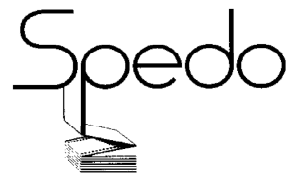


Spedo 2100TRO Forms Cutter

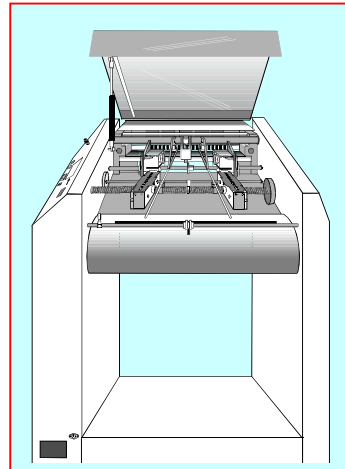
OPERATORS MANUAL

Issue 2

Part Number SP005 233



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Unpack the equipment and examine it thoroughly to ascertain whether any damage has occurred in transit. Report immediately any such damage to the agent or manufacturer. Retain the packing should further transportation be necessary.

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First Published November 2002

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Spedo 2100TRO Forms Cutter

Safety Measures

This instruction manual contains certain **WARNING** and **CAUTION** notices which must be followed by the user to ensure safe operation and to retain the equipment in a SAFE condition.

All users of the equipment described in this manual **MUST** have received adequate training in its use and application in order to ensure **SAFE AND PROPER USE**.

Any adjustment, maintenance or repair of the opened apparatus under voltage shall be carried out only by a skilled person who is **AWARE OF THE HAZARD INVOLVED**.

Spedo 2100TRO Forms Cutter

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OPERATING INSTRUCTIONS

SECTION 1

INTRODUCTION

This supplementary manual should be read in conjunction with the standard 2100 Forms Cutter Operator & Service manuals, also supplied with the 2100TRO model. The 2100TRO Forms Cutter is designed to produce cut sheets from single or multiple continuous paper webs in the same way as the 2100 model, but operated from the TRO Control Panel.

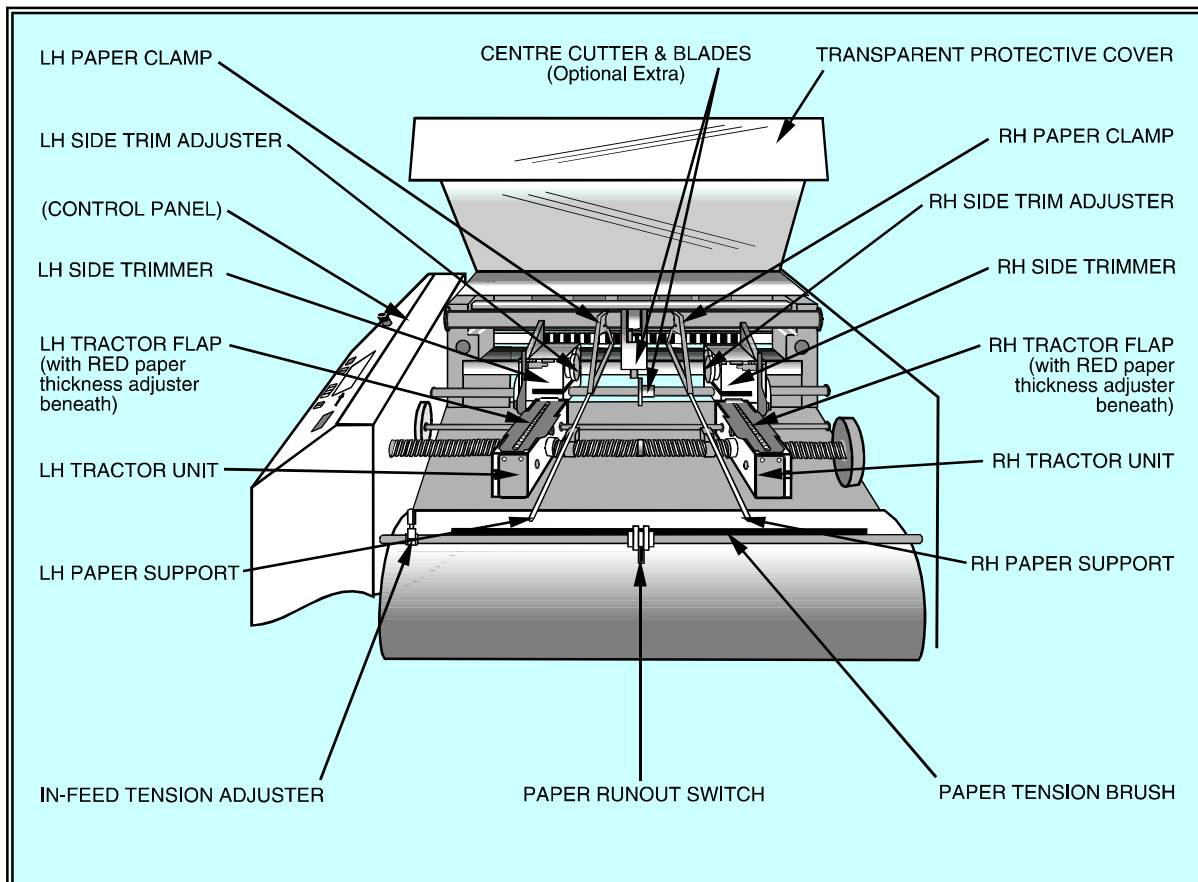


Fig 1.1 Summary of Controls - Paper transport Deck

SUMMARY OF CONTROLS

Paper Transport Deck

The major operational components of the paper transport deck are identified on Fig 1.1.

Side Trimmers & (Optional) Centre Cutter

The procedures for setting the side trimmers and optional centre cutter are shown in Fig 1.2.

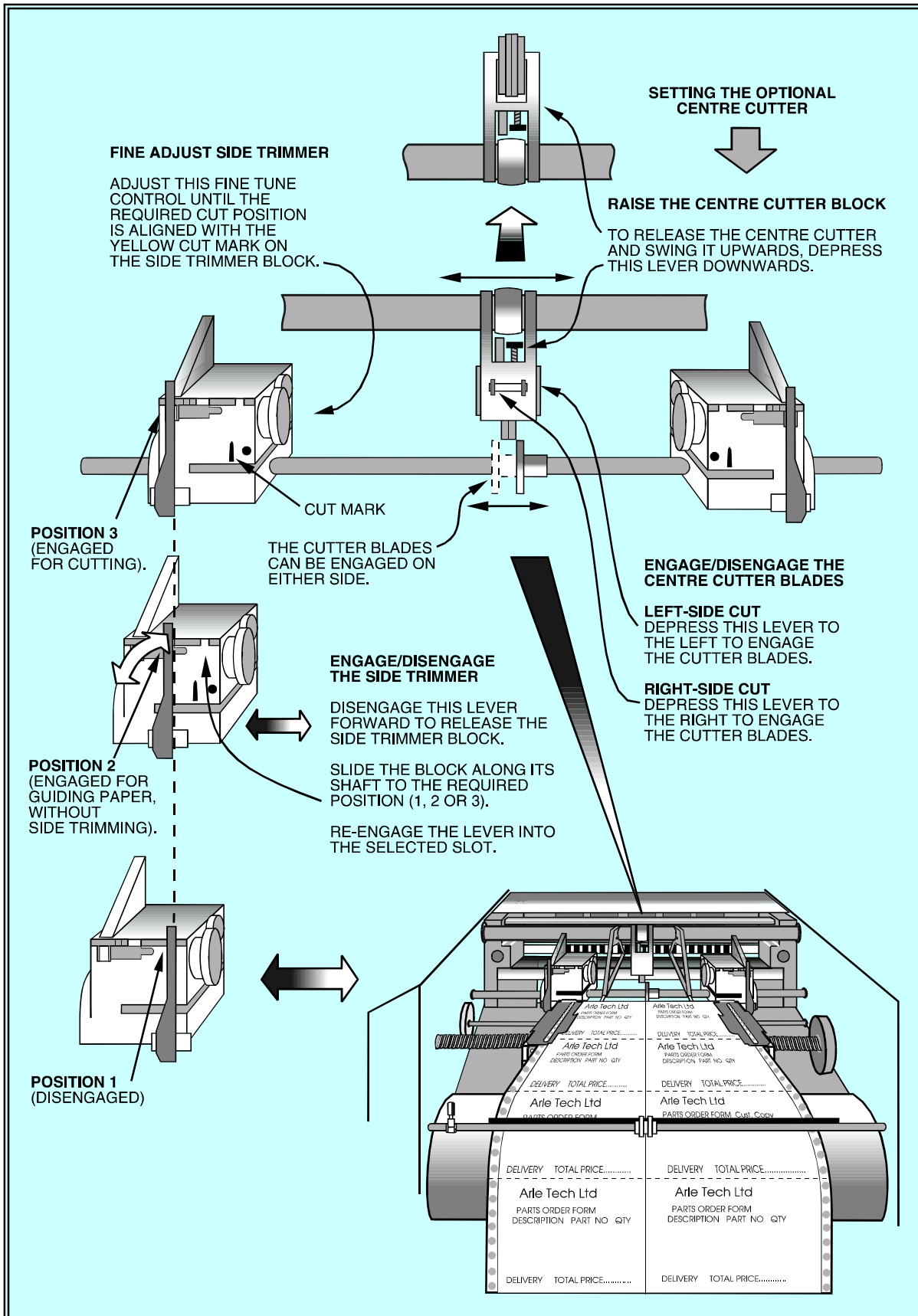


Fig 1.2 Setting the Side Trimmers & (Optional) Centre Cutter

Control Panel

The forms cutter is operated from the TRO control panel. The controls, Mains On/Off, Start, Stop, Emergency Stop buttons are described below. All other functions are selected on the Touch Screen and are described in Figs 1.3 to 1.10.

WARNINGS

- The putting into operation of the machine, especially the actuation of the cross-cut forms cutter blade pre-supposes that the forms cutter has been correctly installed by a Spedo trained technician.
- The manufacturer is not liable for damage caused by non-observance of the procedures given in this manual or the accompanying 2100 operator and service manuals. Please observe the following precautions before switching on the cutter for the first time:
- Never wear items of loose clothing or other decorative jewellery, such as necklaces or bracelets as they could become entrapped in the moving parts of the machinery. Never touch the working area of the longitudinal cross-cutting blade. This is applicable especially when standing at the stacker end, when the motor is running.
- If any malfunction occurs, contact the Customer Services Department of Spedo or their agent for assistance. **DO NOT ATTEMPT** to correct any mechanical malfunction that occurs.

Emergency Stop

- **Method 1** - Emergency Stop Button. Hit this button to stop the machine immediately. Twist to release.
- **Method 2** - Open the Protective Cover. The machine will stop immediately in mid-cycle. To start again, close the cover and resume the normal operating procedure from the beginning. Note that this method of stopping the machine is bad practice and should not be used for normal operation. This applies to cut and no-cut operation.

Mains On/Off

- Set this rocker switch to ON to apply mains power to the machine.

Start

- Once the mode of operation has been selected, press this button to activate the process.

Stop

- In Continuous mode, pressing this button interrupts the operation. If only side trimming is being performed (no cut option), pressing this button stops operation immediately.

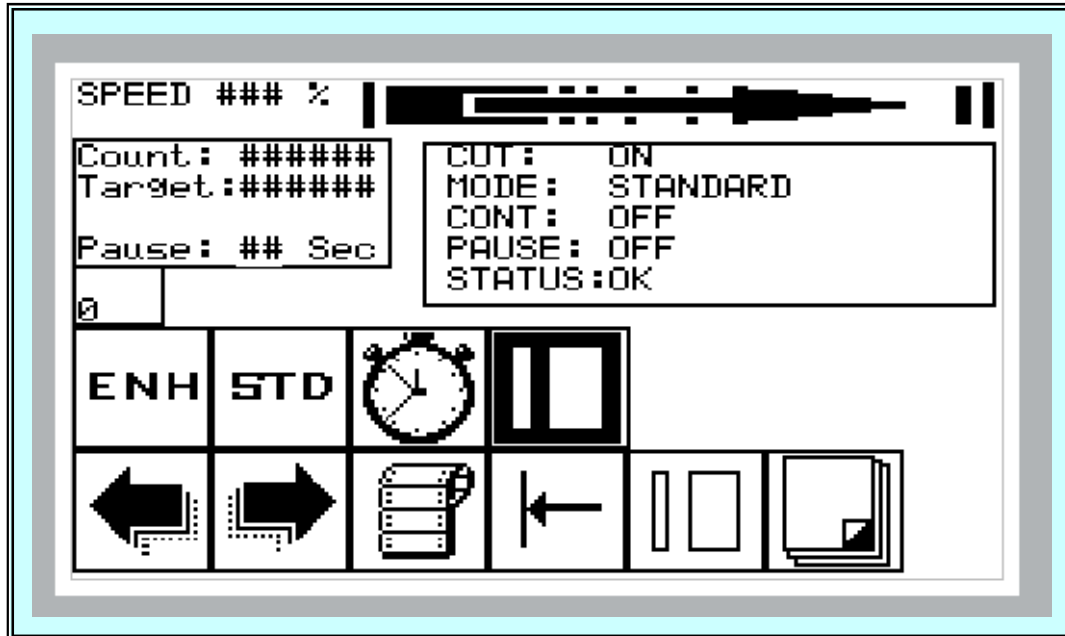


Fig 1.3 Line Feed, In feed & Fine Tune Buttons

Line Feed

- Press the Start button to turn off the Stop switch indicator.
- Touch the area on the screen within the box and the form will step forward one line at a time (1/6in, 1/8in etc).
- Press and hold down the Stop button, then touch the screen to step backwards.

In Feed Button

- Touch the area on the screen within the box to advance the leading edge from the datum mark (on the tractor unit flaps) to the forms cutter blade.

Fine Tune Buttons

- Touch the screen within the box to jog the paper in the direction shown on the button.

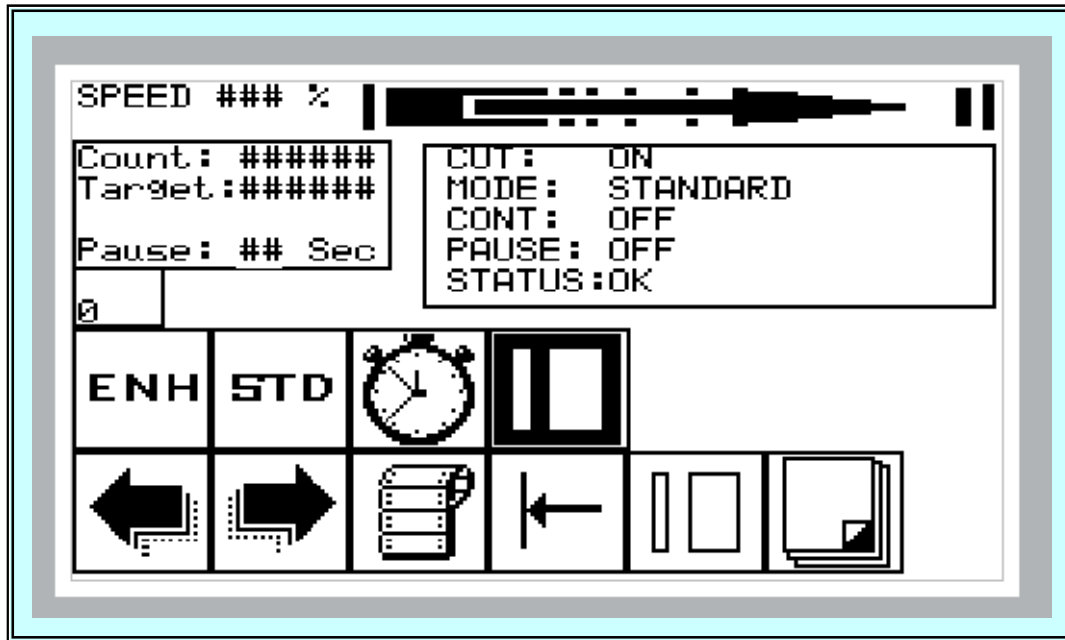


Fig 1.4 Continuous, Pause, Blade Fire & No-Blade Functions

Continuous Button

- Touch the area on the screen within the box to select continuous operation of the forms cutter. The display will change the CONT option to ON. Press the Start button to activate continuous operation.

Pause Button

- Touch the area on the screen within the box to activate the Pause at the target Count function.

Manual Blade Fire Button

- Touch the area on the screen within the box to trigger one blade cycle, to clean cut the leading edge of the paper when loading.

No-Blade Function Button

- Touch the area on the screen within the box to toggle between blade and no-blade functions. When set to no-blade function, the forms cutter will process the form length but will not cut the form. The display will change the CUT option to OFF.

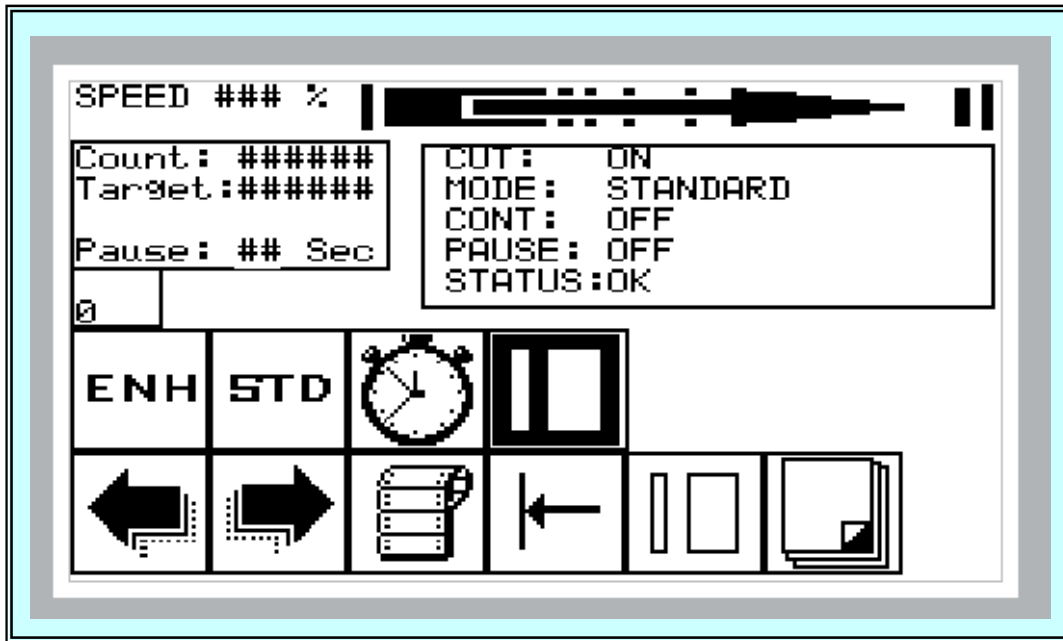


Fig 1.5 Speed and Counter Control Panels

Speed Control

- Touch the text area to activate the Speed Control Panel. This panel has a numeric keypad to allow the setting of the speed from 1% to 100%. Press the Return key to set the desired speed.
- Touch the Speed bar to activate another Speed Control Panel which allows the speed to be set using the Increase and Decrease buttons. Once the desired speed is set, press the Return key to set the desired speed.

Counter Control Panel

- Touch the screen on the area of numbers to the right of Target to activate the numeric keypad, which allows the target numbers of forms to be set.
- Touch the screen on the area to the right of Pause to activate a screen which allows the length of the pause to be set. This function can be turned on or off using the Pause button.
- To set zero the Counter, press the 0 key.

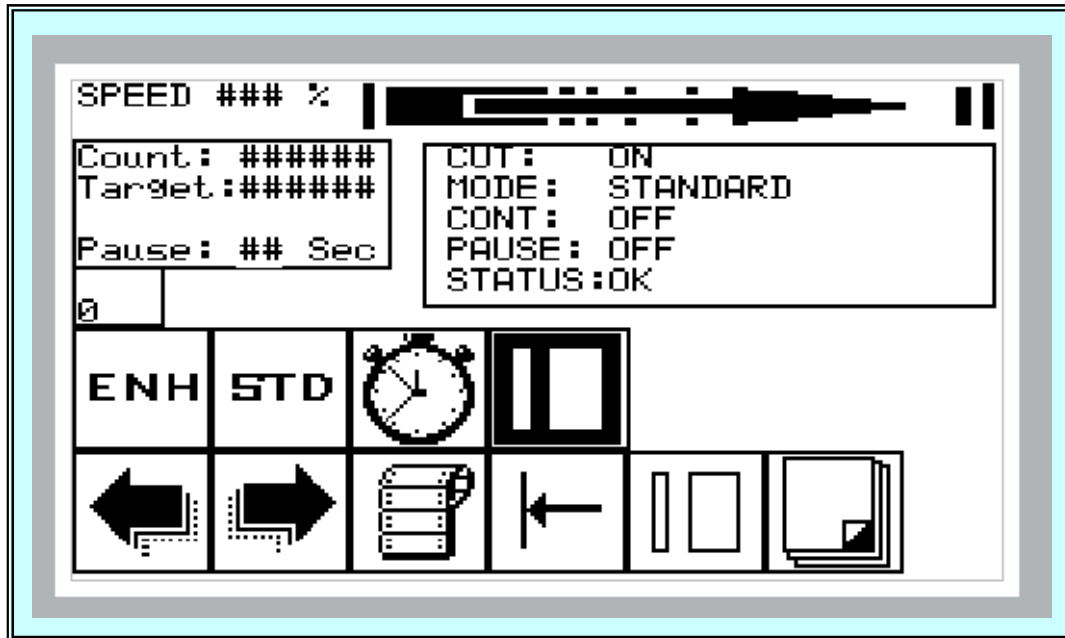


Fig 1.6 Standard and Enhanced Program Selection

Enhanced Program Button

- Touch the area on the screen within the box to activate the Enhanced Program Screen

Standard Program Button

- Touch the area on the screen within the box to activate the Standard Program Screen.

STANDARD PROGRAM CONTROL (Fig 1.7)

Increment Size

- This sets the line feed size in fractions of an inch. Press the + and - keys to scroll through the settings of 1/6, 1/8, 1/10, 1/12, 1/16in.

Form Size

- This sets the required size of a finished form length in multiples of the increment size.

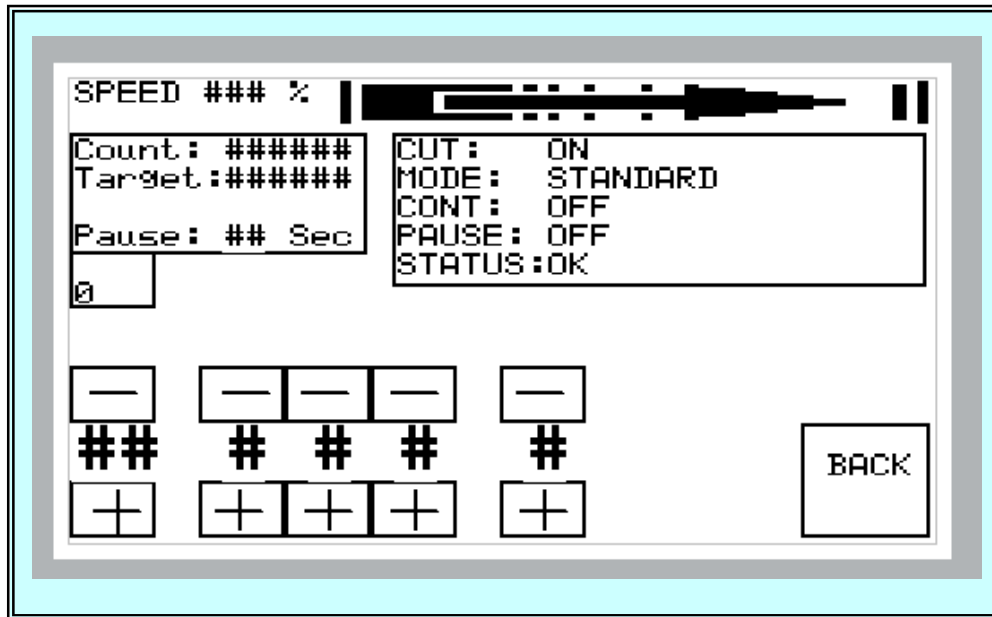


Fig 1.7 Standard Programming Control

Strip Size

➤ This sets the required of a strip to be removed. The maximum is 9/6 in.

➤ **Example 1:** 12in form to a finished length of 11/16in.

Set the increment to 1/6in.
 Calculate the finished form length 11 5/6in.
 $11 \times 6 = 066 + 005 = 071$
 Set the form length using the + and - keys.
 Set the required strip size 1/6in.

➤ **Example 2:** 8in form finished to a length of 7 3/4in.

Set the increment to 1/8in.
 Calculate the finished form length 7 3/4in
 $7 \times 8 = 056 + 006 = 062$
 Set the form length using the + and - keys.
 Set the required strip size to 2/8in.

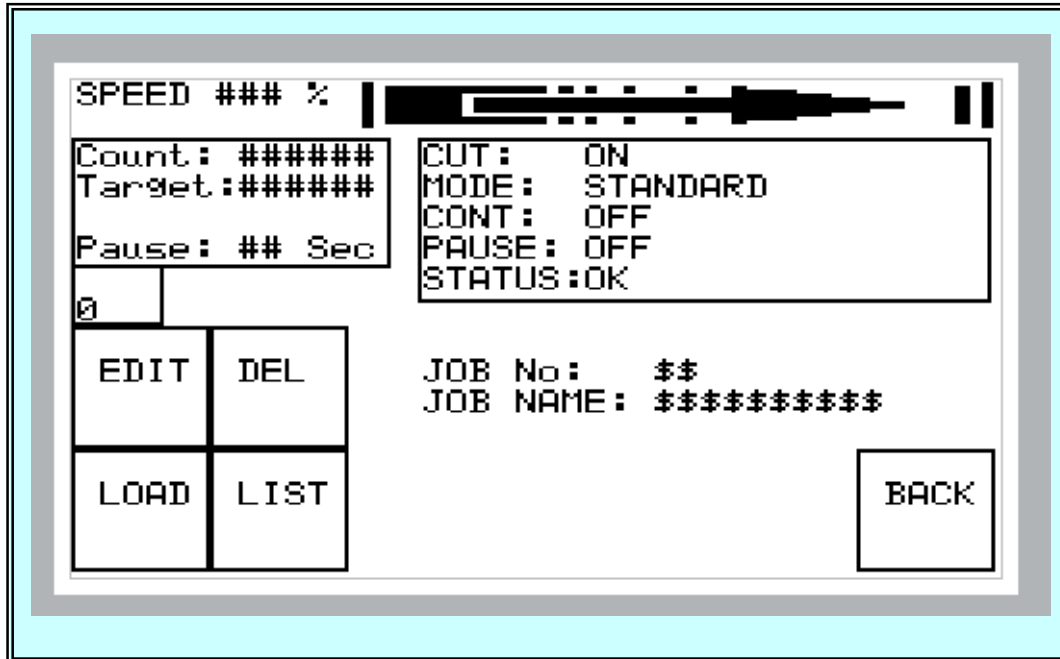


Fig 1.8 Enhanced Programming Control

Job No:

- Touch the screen to the right of the JOB No: area to bring up an alphanumeric keypad on which a two digit job number can be entered. To store the job number, touch the Return key.

Job Name:

- Touch the screen to the right of the JOB NAME: area to bring up an alphanumeric keypad on which the job name can be entered. To store the job name, touch the Return key.

EDIT Button

- Touch the EDIT button to open the Program Edit Screen (Fig 1.9).
- A maximum of 10 different form formats can be programmed for any one job. The increment size, form depth and strip sizes can be set in any combination.

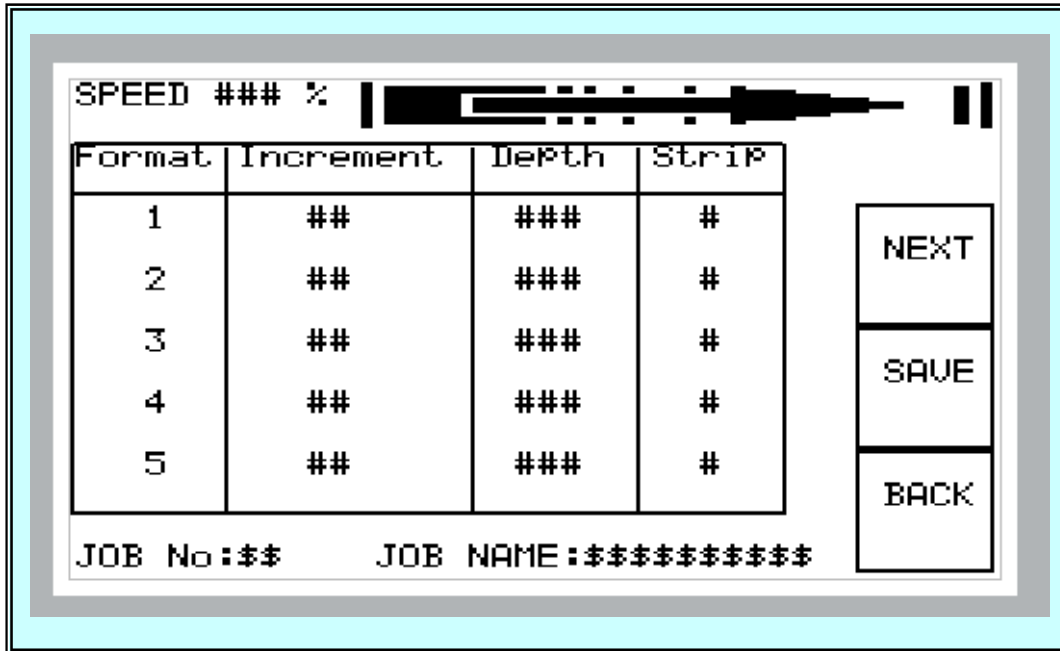


Fig 1.9 Program Edit Screen

- Touch the NEXT button for formats 6 to 10.
- Once all the formats have been entered, touch the SAVE button to store the information and then touch the BACK button to return to the Enhanced Programming Mode Main Menu screen (shown in Fig 1.8)
- From the Enhanced Programming Mode Menu Screen displayed, select the following:

LIST

- Touch the area on the screen within the box to display a list of jobs stored in the machine's memory. Touch the required job to recall it for use, modification or deletion.

LOAD

- Touch the area on the screen within the box to LOAD the job displayed ready for use.

DEL

- Touch the area on the screen within the box to DELETE the currently selected job. The job will only be deleted after you confirm that you wish to delete it.

BACK

- Touch the BACK button to move on to the Enhanced Run Screen (Fig 1.10).

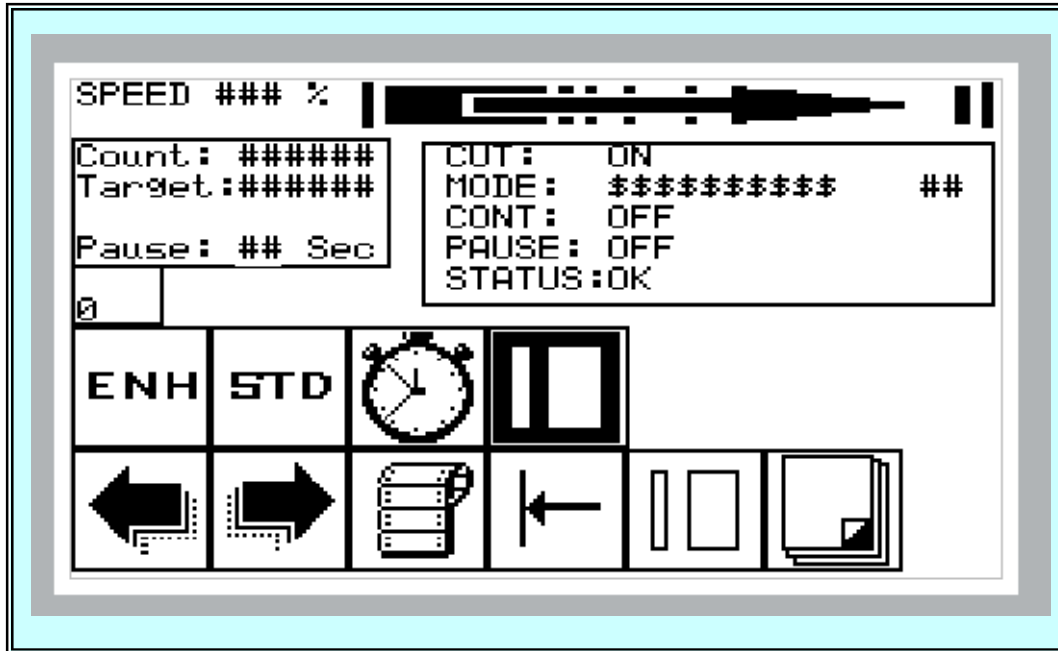


Fig 1.10 Enhanced Run Screen

Current Job Status

- In Enhanced Mode, the mode will now display the current enhanced job along with the current form number (1 to 10).