

FORMAX[®]

FD 574
Tabletop Cut-Sheet Cutter

Introduction

Thank you for purchasing the Cut Sheet Cutter FD 574.

To ensure safe and efficient prolonged use of this machine, read and thoroughly understand this manual before using the machine.

After using this manual, be sure to keep it in a handy place to reference.

Symbols in this manual

IMPORTANT : Introduces instructions for correct operation and maintenance of the machine. If these instructions are ignored, the machine may not be able to operate at optimum performance or may break down.

NOTE : Introduces restrictions for correct operation of the machine.

REFERENCE : Introduces information that is useful for operation and maintenance of the machine, or information about the machine's performance, etc.

(→ P.00 "xxx") : Indicates the page number and item containing related information.

PLEASE NOTE

In the interests of upgrading our product, specifications and other data given in this manual are subject to change without notice. If the manual contains anything that you do not understand, contact the distributor or dealer for clarification.

Notes on Safety (Please Read and Observe)

Safety Precautions

Various symbols and pictures are used in this manual and on the labels affixed to the machine. These symbols and pictures provide warnings and instructions to prevent danger to you or other personnel, and to prevent damage to office property.

The meanings of these symbols and pictures are explained below.

WARNING

Indicates a high degree of potential danger. If the warning is ignored, death or serious injury may result.

CAUTION

Indicates a medium degree of potential danger. If the caution is ignored, medium injury or damage to property may result.

<Examples of Pictorial Symbols>








⊘ A circle with a line through it indicates a prohibited action.
The particular act prohibited is indicated by a picture inside the circle.
(In the example shown here, the prohibited act is disassembly.)



● A black disc indicates an instruction, or sometimes a prohibited action.
The instruction itself is indicated by pictorial symbols drawn in white on the disc.
(In the example shown here, the instruction is 'Remove the plug from the outlet'.)

● Precautions for Use

 WARNING	
	<ul style="list-style-type: none">● If the machine is used after foreign matter (metal fragments, water, or liquid) has entered the machine, this may result in fire or electric shock. → Turn the power switch OFF, and then remove the power plug from the outlet. Contact the sales distributor.
	<ul style="list-style-type: none">● If the machine is used after heat, smoke, strange smell, or other abnormality is detected, this may result in fire or electric shock. → Turn the power switch OFF, and then remove the power plug from the outlet. Contact the sales distributor.
	<ul style="list-style-type: none">● Do not insert or drop metal, flammable material, or other matter through the ventilation holes into the machine interior. → Doing so may result in fire or electric shock.
	<ul style="list-style-type: none">● Do not place flower vases, flowerpots, cups, or water containers (including metal containers) on top of the machine. → Fire or electric shock may result if liquid spills inside the machine.

• Caution for Grounding

WARNING



- Use only the power cord that is provided among the accessories.
Insert the power cord plug firmly into the socket, so that proper electrical contact is effected.
Use of any other power cord could result in imperfect grounding.
If grounding is imperfect and electrical leakage occurs, fire or electric shock could result.

• Caution for Power Supply and Power Cord

WARNING



- Do not use a source voltage other than that specified.
Do not connect two or more loads to a single outlet.
→Doing so may result in fire or electric shock.



- Be sure to remove dust on the power plug and/or the outlet.
Using these without removing dust may have minute electric current flow to the surface due to the humidity and cause a fire due to the heat.
→It may cause a fire or electric shock.



- Do not insert or remove the power plug with wet hands.
→Doing so may result in fire or electric shock.



- Do not damage, break, or modify the power cord.
Do not place heavy objects on, tug, or unnecessarily bend the power cord.
→ Doing so may result in fire or electric shock.

CAUTION



- Remove the power plug itself, not the cord.
→Tugging the cord may damage it (expose conductors, or cause disconnections, etc.), resulting in fire or electric shock.

• Prohibition of Disassembly or Modification

WARNING



- Do not modify the machine.
→Doing so may result in fire or electric shock.



- Do not remove the rear lid, cabinet, or covers from the machine.
→The inside of the machine contains high-voltage parts, which may cause electric shock.

• Caution for Location

WARNING



- Do not place the machine in a humid or dusty area.
→Doing so may result in fire or electric shock.

CAUTION



- Before moving the machine, remove the power plug from the outlet.
→ If the cord is damaged, this may result in fire or electric shock.



- Do not place the machine in an unstable position such as on an unsteady table or sloping area.
→If the machine drops or falls over, it may result in injury.



- Do not place the machine in a place subject to direct sunlight or heating equipment such as a stove.
- Avoid placing the machine in a place subject to high or low temperature or high humidity.
→The paper absorbs moisture and it may cause paper jam or creasing.



- Leave the power cord unplugged when the machine is not used for a long period.
→Insulation may deteriorate and cause an electrical fire.

• Caution for Cleaning



CAUTION



- Before cleaning the machine, turn off the power switch and unplug the power cord.
→If the machine is activated accidentally, injury may result.



- Do not use flammable sprays or solvents inside or near the machine.
→Gas may accumulate inside the machine causing a fire or explosion.

• Preventing Injury to Hands or Fingers



WARNING



- The center slitter contains uncovered blades. Keep your hands or fingers off inside those.





- Use tweezers or a similar tool to remove jammed paper.
Before removing jammed paper, be sure to unplug the power cord in order to prevent an electric shock.

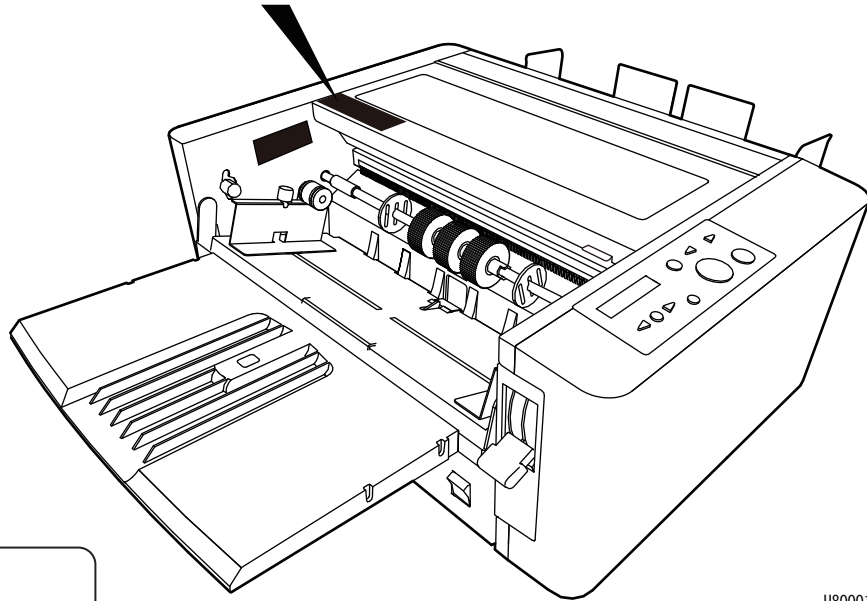
Locations of Warning Labels

Keep the WARNING and CAUTION labels clean at all times.
If labels become damaged or come off, contact our service personnel.



<Paper infeed side>

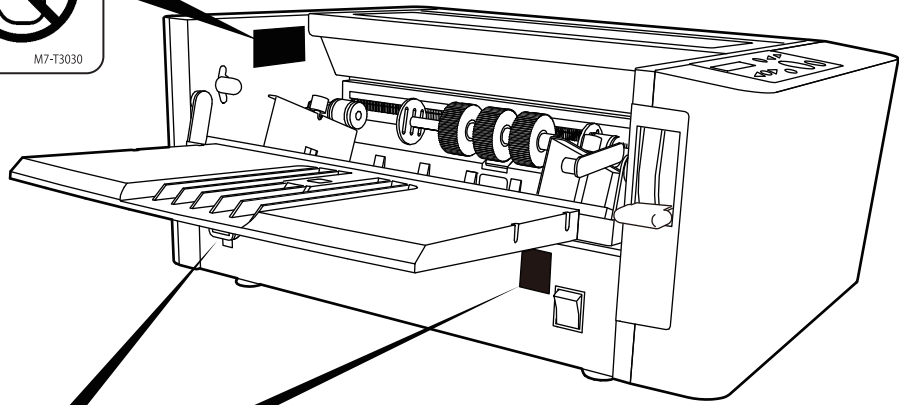
1.

	<p>CAUTION</p> <ul style="list-style-type: none">● Cutters and movable parts are inside this cover.● Before opening the cover to work, unplug the power cord.● Use caution when working near cutters and movable parts.	 J4-Y4040
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2.


<p>DO NOT put hands inside machine while it is operating.</p> <p>Hands could get caught up or crushed.</p>  M7-T3030



U80001



3.

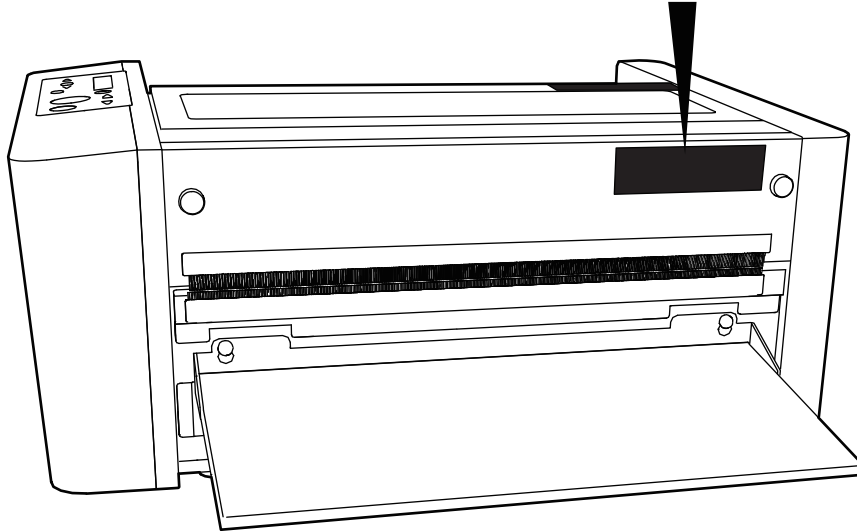

<p>Mind your fingers. They could be crushed.</p> K9-T1390

U80002A

<Paper ejection side>

1.

 <p>CAUTION</p>	<ul style="list-style-type: none"> ● Cutters and movable parts are inside this cover. ● Before opening the cover to work, unplug the power cord. ● Use caution when working near cutters and movable parts. 	 <p>J4-Y4040</p>
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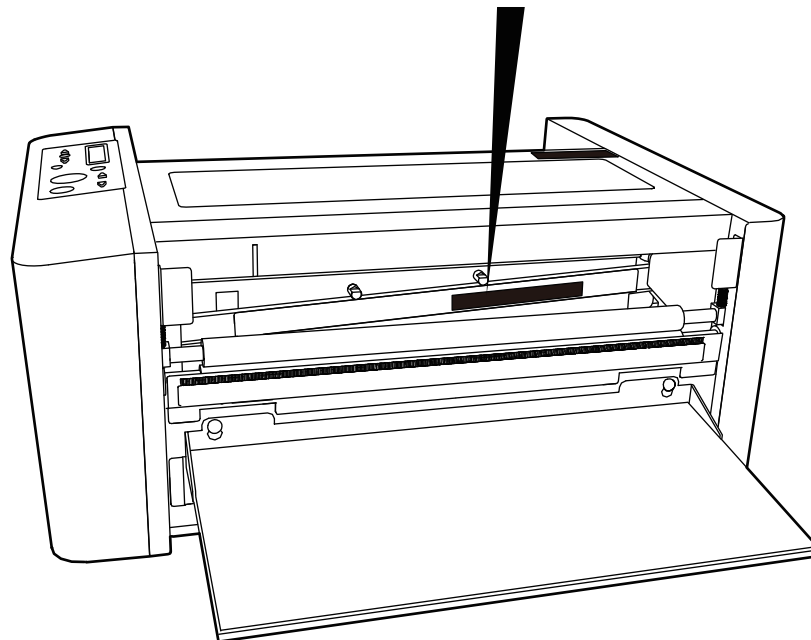


U80003

<Paper ejection side
(without rear cover)>

4.

 <p>WARNING</p>		<p>Do not touch blade!</p>
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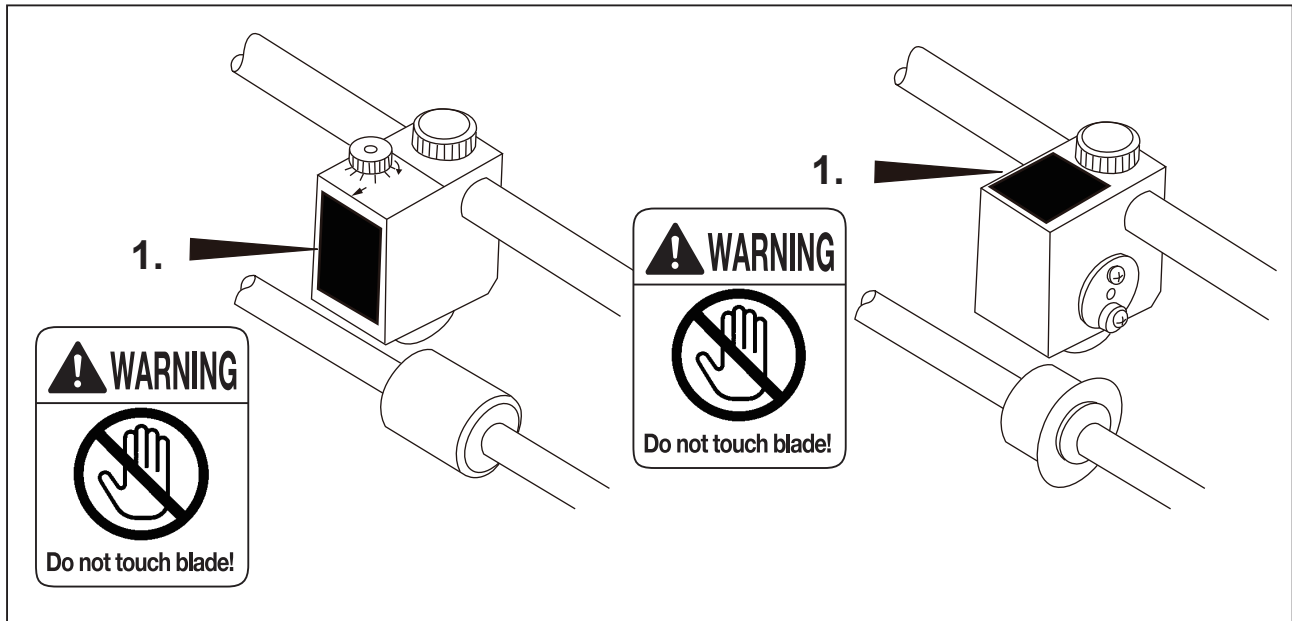
U80004

No.	Part No.	Name	Q'ty
1.	J4-Y4040	CAUTION LABEL	2
2.	M7-T3030	WARNING LABEL	1
3.	K9-T1390	WARNING LABEL	2
4.	L8-T1070	WARNING LABEL	1

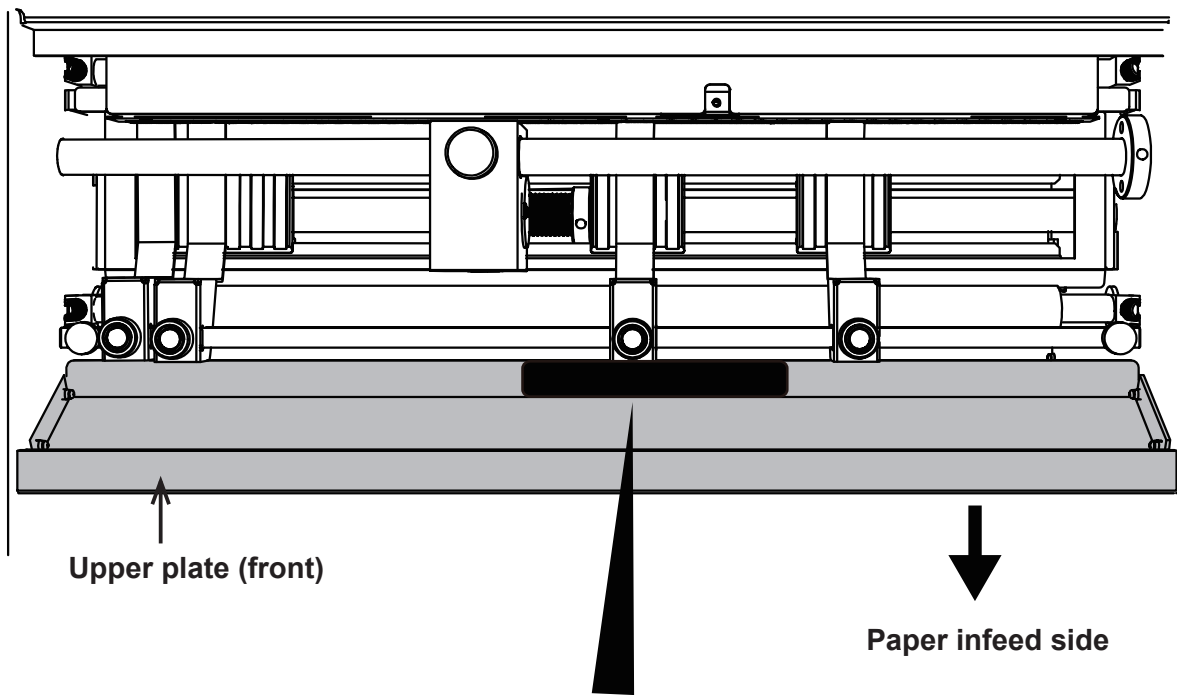
<Options>

Perforator (standard/micro) unit

Center slitter unit



Open the top cover.

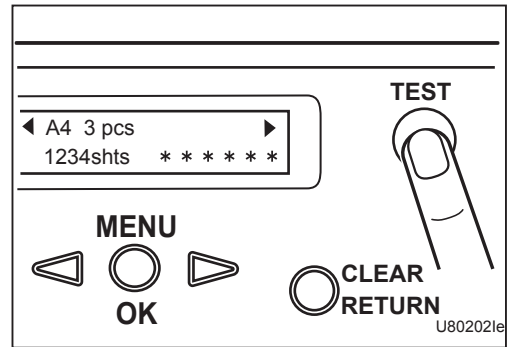


U82313



No.	Part No.	Name	Q'ty
1.	J4-Y4050	WARNING LABEL	1
2.	L8-T1070	WARNING LABEL	1

- 8 Press the TEST key again.
Proof feed (one sheet) is performed.
Check whether it is correctly cut.



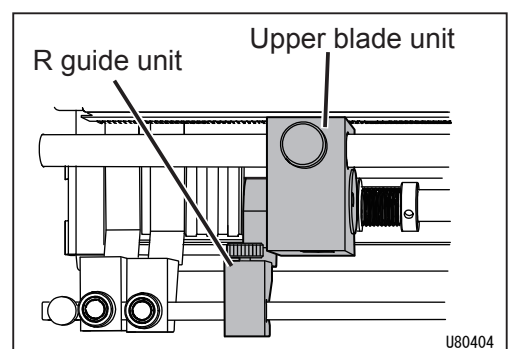
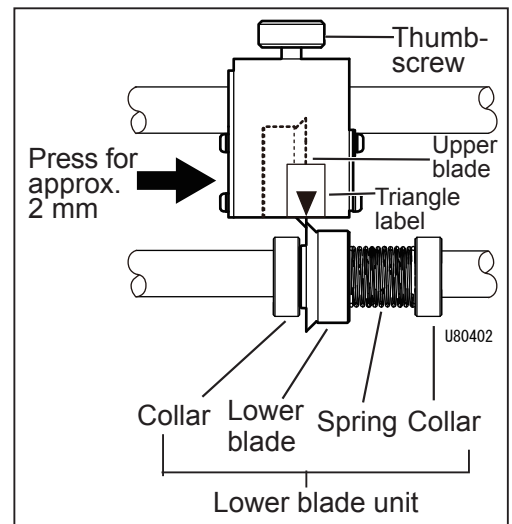
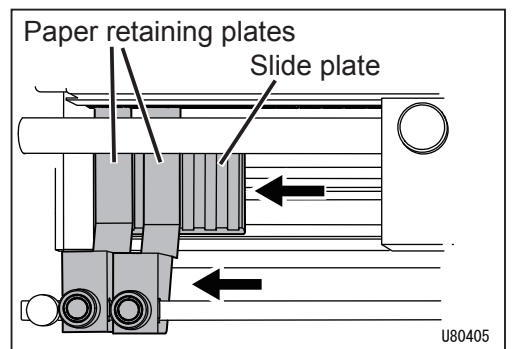
Using as a Gutter Deflector

The following describes how to use the center slitter as a gutter deflector. (Example: in case of left side)

- 1 Open the top cover and move the two left-hand side plates attached to the lower guide unit to the left edge.
- 2 Loosen the two thumbscrews on the two left-hand paper retaining plates that are attached to the upper guide unit. Then move the two paper retaining plates to the left edge, aligning to the slide plates moved in step 1.
- 3 Loosen the two hexagon socket set screws in the two collars with the hexagon wrench supplied.
- 4 Move the lower blade unit to the position where the cut papers are deflected and then tighten the two hexagon socket set screws with the hexagon wrench.
- 5 Press the upper blade unit against the lower blade unit approx. 2 mm beyond the position where the upper blade touches the lower blade, and horizontally secure the unit with the thumbscrew.
- 6 Attach the R guide unit to the shaft of the upper guide unit, aligning the R guide unit to the left side of the upper blade unit.

REFERENCE



Minimum gutter width of R guide unit (gutter guide): 20.0 mm
Processable minimum paper width of R guide unit (gutter guide): 148.5 mm (A5)





How to Use Center Slitter Unit

7 Refer to '2. Slitter/Perforation' in chapter 4 to set the 'SLT/PFR' to 'ON'.

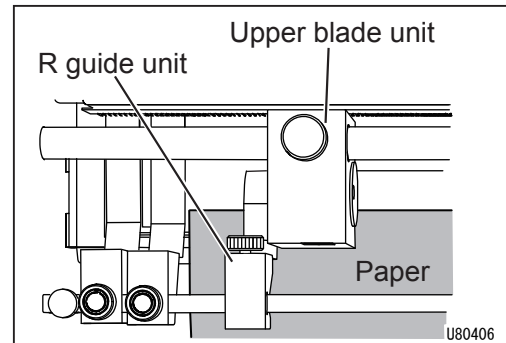
8 Close the top cover and select 'No Cut' on the processing menu screen, and then press the TEST key. The paper is fed forward to the position of the upper guide unit.

Use the  JOG FORWARD key and  JOG REVERSE key to check the cut position.

 JOG FORWARD key: Feeds the paper forward slowly.

 JOG REVERSE key: Feeds the paper backward slowly.

9 Press the TEST key again. Proof feed (one sheet) is performed. Check whether it is correctly cut.



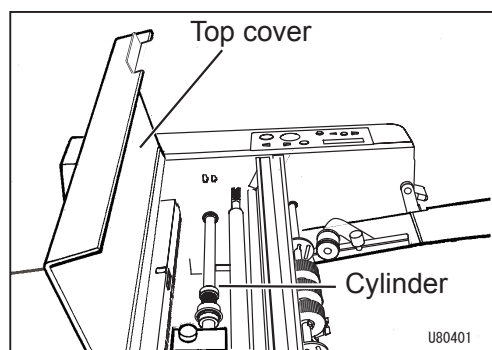
How to Use Perforator (Standard/Micro) Unit

WARNING

- Take extreme care to keep your hands off the upper blade of the perforator (standard/micro) unit.
→ This exposed blade can injure you.

1 Open the top cover and loosen the hexagon socket set screws on the cylinder with the hexagon wrench supplied.

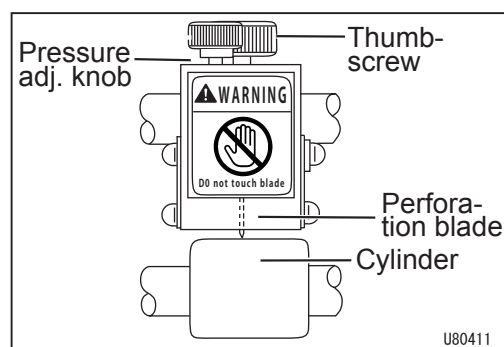
2 Move the cylinder to the perforating position and tighten the hexagon socket set screw with the hexagon wrench so that the screw perpendicularly touches the flat surface of the D-shaped cut of the shaft to which the cylinder is attached.



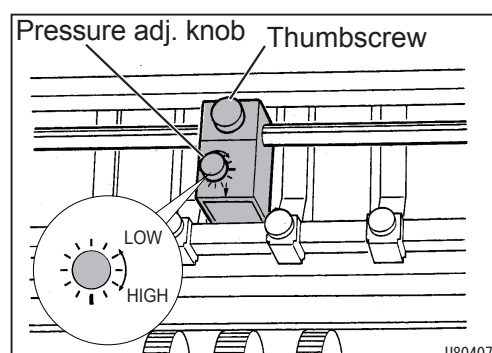
3 Loosen the thumbscrew of the perforator unit.

4 Move the perforator unit to the perforating position.

5 Secure the perforator unit with the thumbscrew, keeping the perforator unit in a horizontal position.



6 Turn the pressure adjustment knob to adjust the pressure so that the perforation blade touches the cylinder.



REFERENCE

If it is getting harder to cut the paper, gradually increase the pressure. If perforations cannot be made even if the knob is turned to the 'HIGH' position, replace the perforation blade.

IMPORTANT

Turn the pressure adjustment knob to the 'HIGH' direction until the paper can be cut. Applying too heavy force will wear the blade earlier.



5


Optional Equipment


How to Use Perforator (Standard/Micro) Unit

7 Refer to '2. Slitter/Perforation' in chapter 4 to set the 'SLT/PFR' to 'ON'.

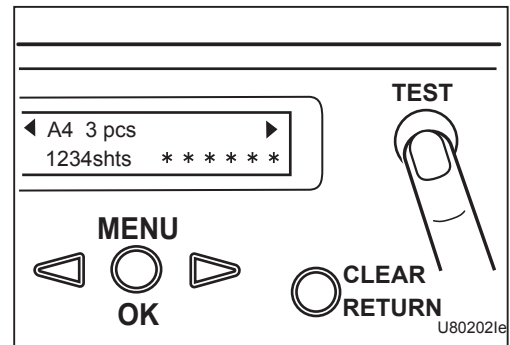
8 Close the top cover and select processing mode, and then press the TEST key. The paper is fed forward to the position of the upper guide unit.

Use the  JOG FORWARD key and  JOG REVERSE key to check the cut position.

 JOG FORWARD key: Feeds the paper forward slowly.

 JOG REVERSE key: Feeds the paper backward slowly.

9 Press the TEST key again. Proof feed (one sheet) is performed. Check whether perforations are correctly made.



Chapter 6

Troubleshooting

This chapter describes what to do when an error has occurred and how to deal with paper jams and error messages.

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If Trouble Occurs

Failures may result from various causes. Listed below are major symptoms along with corresponding check points and corrective actions. See the reference pages for more information on the respective corrective actions. Contact service personnel if any symptom is not cleared by the corrective action.

Symptom	Check Point	Corrective Action	Page
Turning ON the power switch will not supply the power.	Is the plug of the power cord connected?	Connect the plug of the power cord correctly.	P.6
The machine does not operate even when the START key is pressed.	Is the top cover closed?	Close the top cover.	—
	Is the rear cover attached?	Attach the rear cover.	—
	Is the feed tray raised?	Raise the paper set lever.	P.13
	Isn't paper jammed?	Check the JAM message on the LCD panel, and remove the jammed paper.	P.55
Paper is not cut properly.	Is paper size set correctly?	Set the paper size correctly.	P.19 others
	Is paper thickness correct?	Use paper with thickness specified in the specification.	P.8
Paper is not fed straight.	Is the paper positioned in the middle of the feed tray?	Replace the paper in the middle of the feed tray, and set the paper guides correctly.	P.13
	Are the paper guides correctly set to the width of paper?	Take out the papers on the feed tray, then jog and put them back. Then set the paper guides again.	P.13

When Messages Appear

Error messages appear on the LCD panel when the machine does not operate even when the START key is pressed. Take corrective actions below and then press the STOP key. The standby screen will appear and the machine will be ready for operation.

Error Message	Status and Solution
Remove paper from infeed area.	<p>Status: Paper jam or paper remains in the infeed area</p> <p>Solution: Remove the jammed paper in the infeed area and then press the STOP key or CLEAR/RETURN key to clear the error message. (→P.57 “How to Remove Jammed Paper from Infeed Area”)</p>
Remove paper from cut area.	<p>Status: Paper jam in the cut area, or incorrect paper size</p> <p>Solution: Remove the jammed paper in the cut area and then press the STOP key or CLEAR/RETURN key to clear the error message. Check paper size and set it again. (→P.58 “How to Remove Jammed Paper from Center Area or Cutter Unit”)</p>
Load paper.	<p>Status: No paper on the feed tray</p> <p>Solution: Load paper on the feed tray and then press the STOP key or CLEAR/RETURN key to clear the error message.</p>
J1:Feed error Check infeed area.	<p>Status: Paper jam in the infeed area</p> <p>Solution: Remove the jammed paper in the infeed area and then press the STOP key or CLEAR/RETURN key to clear the error message. (→P.57 “How to Remove Jammed Paper from Infeed Area”)</p>
J2:JAM in CNV area Check center area.	<p>Status: Paper jam in the conveyor area</p> <p>Solution: Remove the jammed paper in the conveyor area and then press the STOP key or CLEAR/RETURN key to clear the error message.</p>
J3:JAM in cut area Remove paper from cut area.	<p>Status: Paper jam in the cur area, or incorrect paper size</p> <p>Solution: Remove the jammed paper in the cut area and then press the STOP key or CLEAR/RETURN key to clear the error message. Check paper size and set it again. (→P.58 “How to Remove Jammed Paper from Center Area or Cutter Unit”)</p>
J4:Double feed Check infeed area.	<p>Status: Two or more sheets of paper are fed at once in the infeed area.</p> <p>Solution: Remove the jammed paper in the infeed area and then press the STOP key or CLEAR/RETURN key to clear the error message. If the error often occurs, contact our service personnel. (→P.57 “How to Remove Jammed Paper from Infeed Area”)</p>

When Messages Appear

Error Message	Status and Solution
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">E1:CTR MTR Locked</div> <div style="border: 1px solid black; padding: 2px;">Check cutter area.</div>	<p>Status: The cutter is locked due to a paper jam.</p> <p>Solution: Remove the jammed paper in the cutter area and then press the STOP key or CLEAR/RETURN key to clear the error message. Use paper of specified thickness. (→P.58 “How to Remove Jammed Paper from Center Area or Cutter Unit”)</p>
<div style="border: 1px solid black; padding: 2px;">Top cover is open.</div>	<p>Status: The top cover is open.</p> <p>Solution: Close the top cover.</p>
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">E2:Read error</div> <div style="border: 1px solid black; padding: 2px;">Contact service personnel.</div>	<p>Status: Memory error</p> <p>Solution: Make a note of Error Code (E2:Read error). Turn off the power once, and then turn it on again. If the problem still persists, turn off the power and contact our service personnel.</p>
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">E3:Write error</div> <div style="border: 1px solid black; padding: 2px;">Contact service personnel.</div>	<p>Status: Memory error</p> <p>Solution: Make a note of Error Code (E3:Write error). Turn off the power once, and then turn it on again. If the problem still persists, turn off the power and contact our service personnel.</p>
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">E4:Time-out error</div> <div style="border: 1px solid black; padding: 2px;">Contact service personnel.</div>	<p>Status: Memory error</p> <p>Solution: Make a note of Error Code (E4:Time-out error). Turn off the power once, and then turn it on again. If the problem still persists, turn off the power and contact our service personnel.</p>
<div style="border: 1px solid black; padding: 2px;">Raise paper set lever.</div>	<p>Status: The START key or TEST key is pressed with the paper set lever lowered.</p> <p>Solution: Raise the paper set lever. (→ P.14)</p>
<div style="border: 1px solid black; padding: 2px;">Paper is out of specification.</div>	<p>Status: Thickness and/or length of paper are/is out of specification.</p> <p>Solution: Load paper of specified thickness and length and then press the STOP key. (→P.8 “Acceptable Paper”)</p>
<div style="border: 1px solid black; padding: 2px;">Rear cover is open.</div>	<p>Status: The rear cover is not attached.</p> <p>Solution: Attach the rear cover.</p>

Corrective Action for Paper Jams

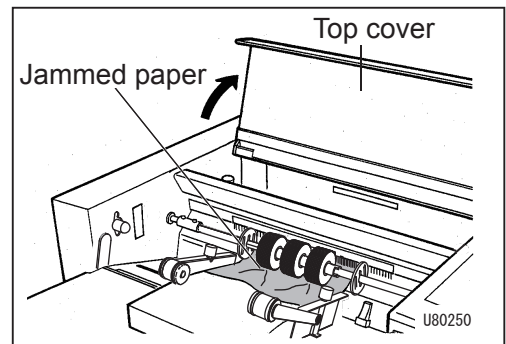
How to Remove Jammed Paper from Infeed Area

WARNING

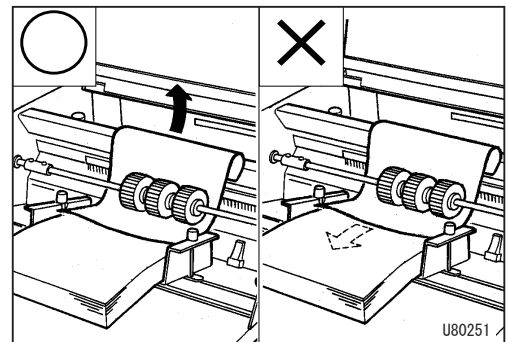
- Make sure that the power plug is disconnected from the outlet before putting your hand close to any moving part to remove jammed paper.

1 Turn off the power switch and remove the power plug from the outlet.

2 Open the top cover.



3 Remove the jammed paper in the direction as shown in the figure.



4 Insert the power plug into the outlet and turn on the power switch.

5 Close the top cover.



6 Press the STOP key.
The JAM message disappears and the machine is now ready for operation.

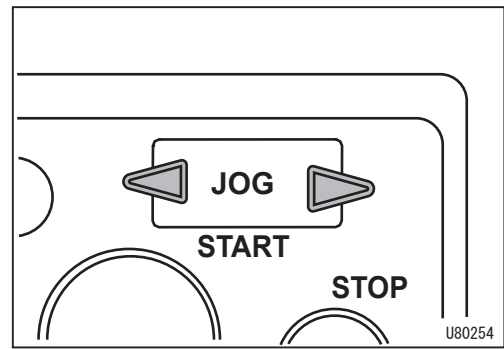
How to Remove Jammed Paper from Center Area or Cutter Unit

WARNING

- Make sure that the power plug is disconnected from the outlet before putting your hands close to any moving part to remove jammed paper.
- Never put your hands inside the cutter unit or slitter unit (optional). These units contain dangerous cutting edges.
- To remove jammed paper, use the tweezers supplied with the machine or an equivalent.

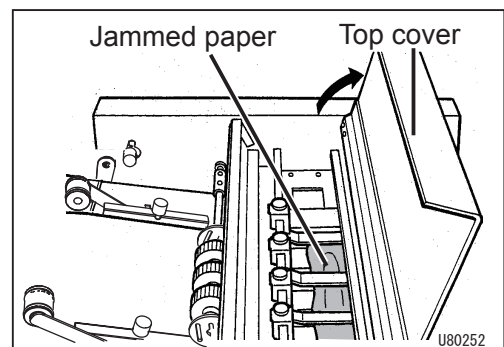
1 Using the JOG REVERSE key and JOG FORWARD key to remove jammed paper

1. Remove the paper by pressing the  JOG REVERSE key to move it backward and the  JOG FORWARD key to move it forward.
* Using these keys may however make the paper jam worse. Watch the condition of the jammed paper as you operate the keys.



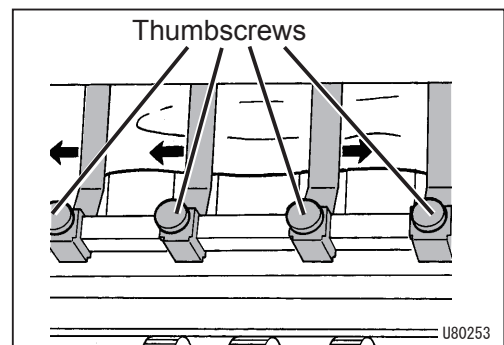
2 If the jammed paper cannot be removed by the procedure described in step **1**.

1. Turn off the power switch, and remove the power plug from the outlet.
2. Open the top cover.

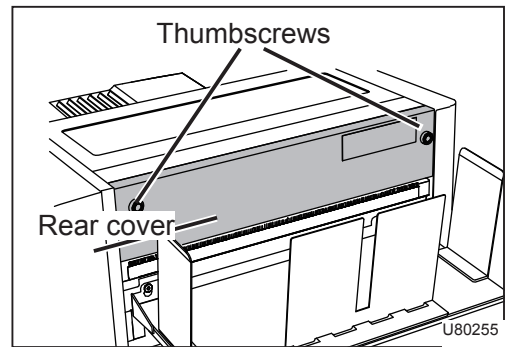


3. Loosen the thumbscrews on the paper retaining plates, move the plates to each side, and then remove the jammed paper.

* If a center slitter unit (optional) or perforator (standard/micro) unit (optional) is installed, loosen the thumbscrews and move the paper retaining plates to each side.

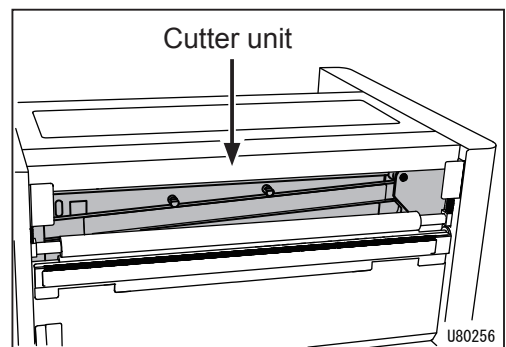


4. If paper is jammed in the cutter unit, remove the two thumbscrews on the rear cover to remove the cover.



5. Remove the jammed paper.
If paper is jammed in the cutter unit, use the tweezers supplied to remove the paper.

(The colored part in the right figure is a cutter unit.)



6. Attach the rear cover.
7. Insert the power plug into the outlet and turn on the power switch.
8. Press the STOP key.

The JAM message disappears, and the machine is now ready for operation.

Chapter 7

Daily Maintenance

This chapter describes daily maintenance of the machine.

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Daily Maintenance

Clean the machine periodically to maintain its performance.



WARNING

- Before cleaning, be sure to turn the power off, wait until the machine cools off and unplug the power cord. Otherwise, fire or electric shock may occur.
- Never remove covers on the machine or modify them.
- Do not spill water or any liquid inside of the machine. It may cause fire or electric shock. If it happens, contact our service personnel.

Clean the exterior in the following procedures.

1. Tightly wring a soft cloth that has been moistened with water or mild detergent.
2. Wipe the exterior.
3. Wipe off the excess moisture on the exterior with a dry soft cloth.

Clean the sensor under the rubber rollers according to the following procedure.

1. Open the top cover.
2. Spray commercially available spray on the sensor or gently clean the sensor with a cotton bud to remove paper dust.



WARNING

- Never use alcohol or solvent cleaner. It may tarnish or damage the exterior finish.
- Do not put diluted petroleum or insecticide. It may cause fire.

Dust accumulation may cause the machine to malfunction. Clean it periodically. Contact our service personnel as for cleaning of inside of the machine.

Chapter 8

Specifications

This chapter describes the machine specifications.

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Specifications

Model name	Cut Sheet Cutter FD 574
Type	Tabletop type cut sheet cutter
Paper size	Length: 110 - 420 mm (4.334 - 17 inches) Width: 106 - 364 mm (4.1764 - 14.3416 inches)
Paper weight	58 - 157 gsm (50 - 135 kg), 1 part/single sheet
Minimum cut size (Length)	55 mm (2.166 inches) (0.1 - 17.0 mm: can be cut using memory cut stored except rear end of the paper.)
Maximum cut size (Length)	210 mm (8.267 inches) (210.0 - 419.9 mm: can be cut using memory cut stored)
Cutting method	Guillotine cutter
Feeding method	Rubber rollers Feeding pressure adjustment (3 steps) * Feed support guide * Curl stopper roller
Load capacity	45 mm 500 sheets (55 kg/64 gsm, bond paper)
Cut accuracy	+/- 0.5 mm * Not including last piece * May not be guaranteed depending on operating conditions and paper conditions.
Cut size	A3 (2, 3, 4, 5, 6, 7 cut) A4 (2,3, 4, 5) A4R (2, 3) A5 (2, 3) A5R (2) B4 (2, 3, 4, 5, 6) B4R (2, 3, 4) B5 (2, 3, 4) B5R (2, 3) 14" (2, 3,4, 5, 6) 11" (2, 3, 4, 5) 8.5" (2, 3, 4)
Process speed	Approx. 2,640 sheets/h (A4 3 cut, high-speed, no-slitter) Approx. 2,280 sheets/h (A4 3 cut, middle-speed, no-slitter) Approx. 1,260 sheets/h (A4 3 cut, low-speed, no-slitter) * Varies depending on slitter (with/without). * Number of processed sheets varies depending on paper conditions.
Stacker	Dropping stacker
Stacker capacity	Installed on the lower side: 75 mm, 800 sheets (55 kg/64 gsm) Installed on the upper side: 35 mm, 400 sheets (55 kg/64 gsm)
Memory cut storage	Up to 100 types
Memory cut paper size	Length: 110 - 420 mm, Width: 106 - 364 mm
Memory cut limit	17.1 - 54.9 mm: Cannot be cut.
Display	144x32 dots LCD with backlight

Model name	Cut Sheet Cutter FD 574
Other features	Interlock safety cover (top cover / rear cover) Sheet counter (0 - 9999 sheets) Cutter counter (0 - 9999 cuts) Preset counter (0 - 999 sheets) JOB display (ON/OFF) Slitter checking mode Auto select of finishing process (Standard, Straight conveyor) Auto power off (OFF, 5, 15, 30, 60 min) Cut position adjustment (-15.0 mm - 0 - +15.0 mm) Process speed (3 steps) Proof feed Automatic cut up function (including the following conditions) * Finished cut accuracy: +/-0.7 mm * May not be guaranteed depending on use condition and paper conditions.
Detections	Cover (top cover / rear cover) Paper empty Paper feed lever Paper feed error Double feed (3 steps) * May not be detected depending on print darkness and print pattern. Paper conveyance error Cutter lock
Optional equipment	Center slitter unit Gutter guide Perforator (Standard/Micro) unit Attachment kit Straight conveyor Cabinet
Dimensions	In use: 795mm(W) × 575mm(D) × 250mm(H) Folded: 600mm(W) × 575mm(D) × 280mm(H)
Weight	32 kg
Power supply	100-230 V, 50/60 Hz, 0.5 - 0.3 A
Power consumption (100 V, 115 V, 230 V)	Standby: 13.2 W, 13.0 W, 13.0 W In operation: 39.6 W, 39.2 W, 38.8 W (No options attached) In operation: 34.6 W, 34.5 W, 34.0 W (with straight conveyor)
Operating temperature	10 - 30 degrees C
Operating humidity	40 - 70% (no condensing)

NOTE

Specifications are subject to change without prior notice.

