



VR-930 BOOKLET MAKER



INSTRUCTION MANUAL

Please read this Operation Manual before using this machine.
Keep the Instruction Manual with care in a fixed storage place so that it may
be available when required.

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Telephone: 0161 8832 722
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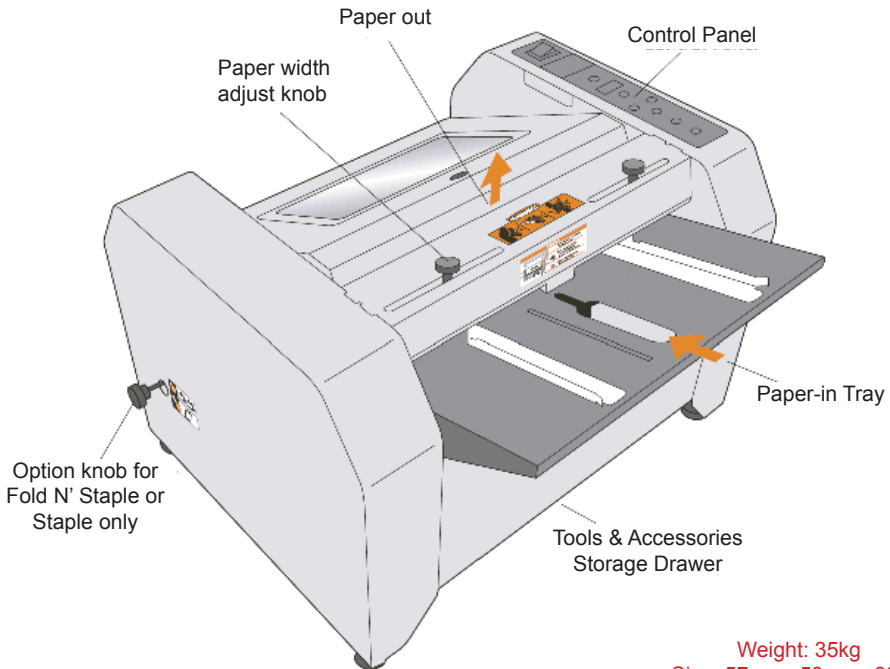
Introduction:

Congratulations on the purchase of your new Galaxy VR-930 Booklet Maker, a professional and heavy duty booklet making machine. Your booklet maker was designed with a full range of function and premium quality components to guarantee you an effortless and professional job, as well as many years of trouble-free services.

Important:




We recommend that you take a few minutes to familiarise yourself with the functions of your new booklet maker. You will find that just with a little practice, any person can achieve professional results.

Features:



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	<p>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.</p>
	<p>Caution: This symbol stands for an endangering situation that may occur. Disregarding these instructions may lead to slight injuries or damage to property.</p>
	<p>Note: This symbol stands for notes, operational hints and other useful information. They are convenient for exploiting the machine's functional abilities.</p>

Assembly & Safety:

1. Place your new Galaxy VR-930 Booklet Maker on top of a sturdy working table.
 2. Plug the power cord into the back of the machine.
 3. To reduce the risk of electric shock, do not operate the booklet maker near water.
 4. Do not use the booklet maker if the power cord is damaged.
 5. Do not allow the electric cord to be in contact with hot surfaces.
 6. In case of malfunction, return the unit back to your distributor for service.
- This equipment does not contain any part that can be serviced by the consumer or operator.

Operation Instructions

1. Keep fingers, hair, jewellery, neck tie and any loose clothing or objects away from the machine, as they may be accidentally pulled inside.
2. As part of its safety features, the booklet maker is equipped with sensors in various places of the machine. As a result, the machine will not work when the cover is open, the paper is not in position and no staple is inside the Stapler Head.
3. Clean the machine by a soft and damp cloth only. Never use chemical or alcohol base liquids as they may damage the rubber rollers or the surface of the machine.
4. Lubricate the machine from time to time following the illustration below (lubricant is included in the tools drawer).
5. Only use our standard staples as others may damage the booklet maker.

Electricity:

115VAC/ 60Hz
230VAC/ 50Hz

Tools & Accessories delivered with this machine:



1 Universal Wrench (works as a Stapler Head screw driver, staples picker and staples remover.



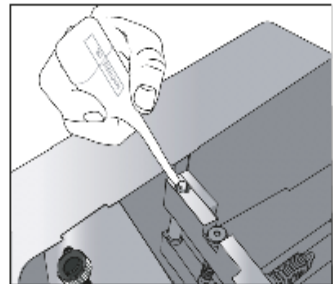
1 bottle of lubricant.



2 Staple Pushers for spare replacement.

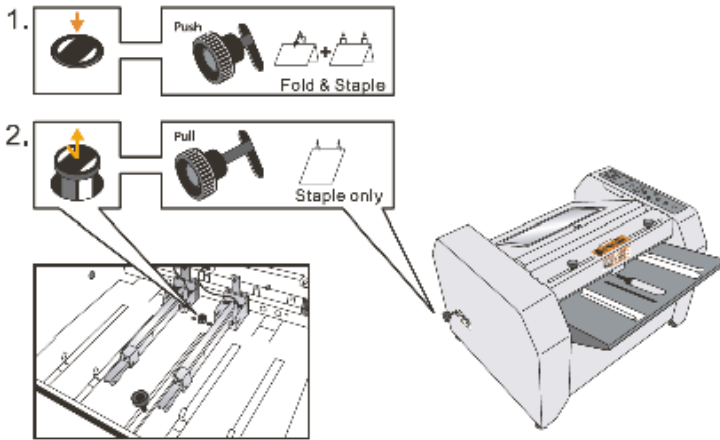


1 box of our standard staples, 26/6, 5000 pcs per box.



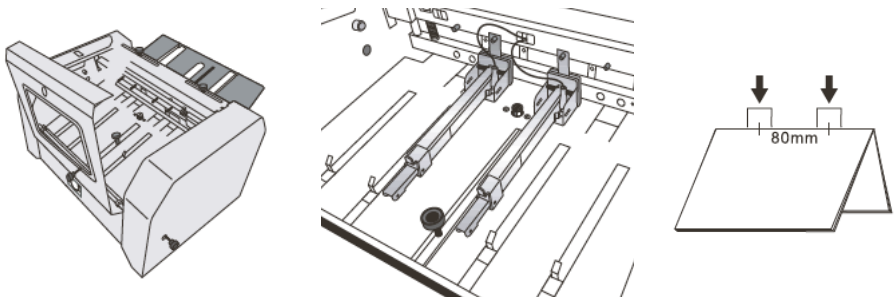
Setting up the Fold & Staple:

1. To make a booklet with a folding line in the middle to then be stapled, push the two knobs down as shown in picture 1.
2. To make a booklet with staples only, without any folding, set the two knobs as shown in picture 2.
3. To have the paper folded without any stapling, push the two knobs down as shown in picture 1, but do not load any staples into the Staple Heads.



Setting up the Staple Heads:

The Galaxy VR-930 Booklet Maker comes with 2 Staple Heads positioned 80mm apart from each other, which is suitable for most booklet formats from 5-1/2" x 4-1/4" (or A6 size) up to a letter size (or A4 size). For booklets larger than the Letter size, you can choose to purchase 1 or 2 more Staple Heads or set your current Staple Heads further apart from each other. This will create a more secure and professional booklet. Contact ourselves for more information. Follow the steps in the next page to install and remove the Staple Heads.



Moving the Staple Heads:

Follow the steps below if you wish to remove or install the Staple Heads at different positions:

A. Turn the latch counter-clockwise to position 1 to unlock the Staple Head. Unplug the cord socket from the Staple Head.

B. Remove the Staple Head and insert it in a different Staple Head position.

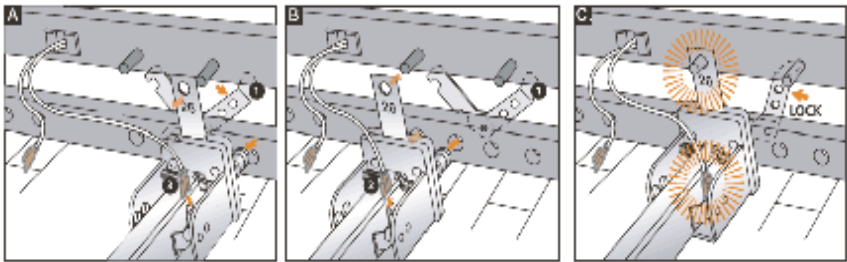
C. Make sure the hole on the Staple Pusher is hinged onto the pin, and the mark "26" on the Staple Pusher is shown towards the rear of the machine.

Turn the latch clockwise to lock it, and plug in the cord socket back to the Staple Head.

IMPORTANT:

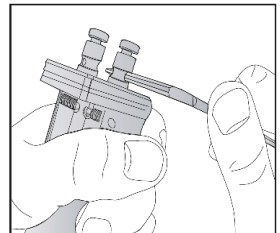
aa. To avoid problems during the operation, the hole of the Staple Pusher must be hinged onto the pin, with the mark "26" shown towards the rear of the machine.

bb. The latch must be securely locked onto the Staple Head. Otherwise, the Staple Head may fall out during the operation and cause the machine to be seriously



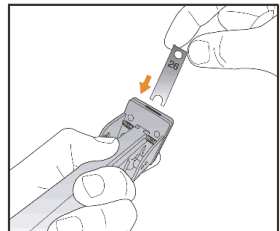
Tips to remove jammed staples from Staple Heads:

Repeat the above steps to remove the Staple Head from the machine and then use the Universal Wrench to unscrew the front plate of the Staple Head. Remove the jammed staples and clean it. Screw the front plate back onto the Staple Head. Repeat the above steps to install the Staple Head back to the machine.



Tips to replace new Staple Pusher:

The Staple Pusher should be replaced from time to time to ensure efficient and smooth stapling operation. If a staple jam occurs more frequently than usual, or abnormal stapling occurs during operation of the machine, follow the steps above to remove the Staple Pusher and check if it is scratched or worn out. To purchase a new Staple Pusher, contact ourselves. Then, follow the steps as above to replace the Staple Pusher.



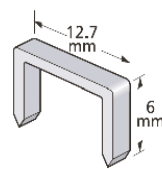
Load Staples:

1. Pull the staples magazine cap backwards until it's locked into place.
2. Open staples magazines cover.
3. Load the staples (Must use our standard 26/6 or 26/8 staples)
4. Close the magazine cover and gently unlock the staples magazine cap and push it towards the machine's front side. Do not let the staples magazine cap snap forward as it will smash the stick of staples.

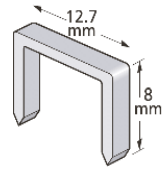
IMPORTANT:

Use only standard staples as shown on the right. Other staples may damage the Staple Head or lead to bad results.

The 'No Staple' light will be turned ON when there are only 5 staples left in the staples magazine. Also, the machine will stop working at this point. Remove the remaining 5 staples and refill the staples to the stapler magazine following the above instructions (maximum 210 staples per load).



26/6 Staples
5,000 pcs/box

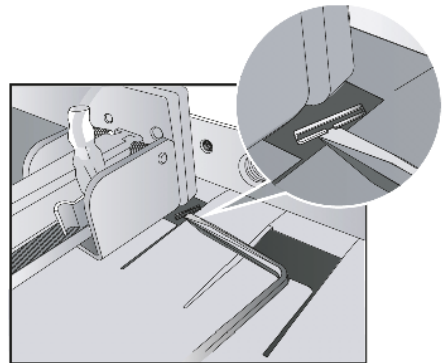


26/8 Staples
5,000 pcs/box

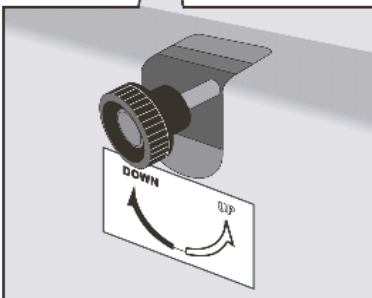
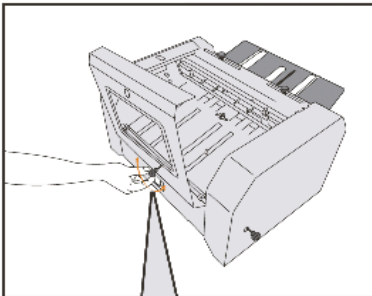
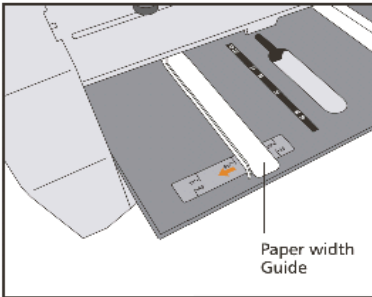
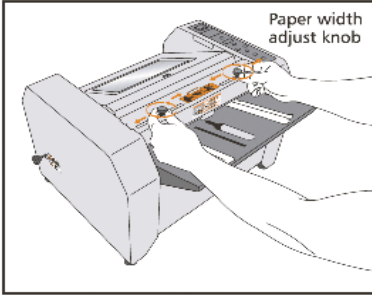
Tips:

Some defective staples may fall on surface below Staple Heads. Use the magnetic Universal Wrench to pick them up as needed.

Caution: Opening the machine through any of the openings using the Universal Wrench may cause an electric shock, therefore being considered as a hazard. Our Universal Wrench can also be used to remove staples too.



Adjusting Paper Width & Length:



1. Adjust the Left Side Guide to the proper position on that paper scale sticker, according to your sheet format. Secure it with the knurled screw.
2. Insert the paper the square it up, parallel to the Left Side Guide.
3. Adjust the Right Side Guide next to the inserted paper, leaving approximately 1mm of space so that the paper can slide in and out easily & smoothly.



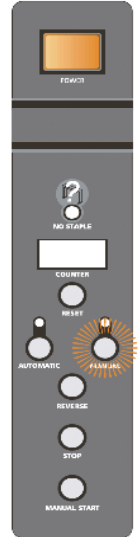
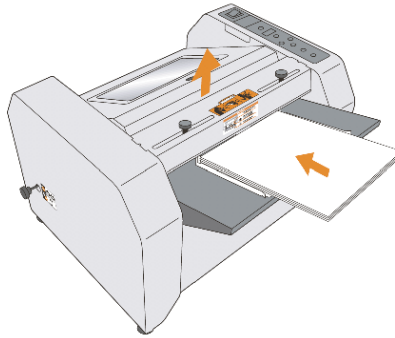
To adjust the paper length:

1. Open the machine cover and adjust the Paper Depth Adjustment Knob to the proper position, according to your sheet size. Then close the cover to test fold a few sheets manually.
2. Centre the folding line of your booklet by turning the Paper Depth Adjustment Knob and making a small adjustment on it.

- Minimum sheet sizes: A5 (or 5.5" x 8.5")
- Maximum sheet sizes: A6 (or 11" x 18")
- Minimum of booklet sizes: A6 (or 5.5" x 4.25")
- Minimum of booklet sizes: A4 (or 8.5" x 12")

Feeding Papers:

1. Insert flat sheets in the Paper-in Tray and align it to the Left & Right Side Guides, making sure that the sheets are squared up correctly. Press the “MANUAL START” button on the control panel, then the sheets will slide into the machine and the booklet will be produced.



2. Make slight adjustments to the Left & Right Side Guides, Paper Depth Adjustment Knobs or Staple Head positions until your desired, satisfactory booklet comes out. Then press the “AUTOMATIC” button and reset the “COUNTER” to zero, so you can feed in the papers continuously. NOTE: When the operation mode is set on AUTOMATIC, the machine will start automatically in 2 seconds after the sheets are inserted into the Paper-in Tray.



- Allows a maximum of 16 sheets of 70gsm paper per run.
- Productivity of up to 800 booklets per hour.

Troubleshooting:

If the machine is switched on but won't work at all:

The power cord is not plugged in properly	Push power cord thoroughly into the power outlet
The cover is open	Close cover
No-Staple light is ON	Re-fill Staples. Follow instructions on page 4.
Papers are not in Paper-in tray	Place paper in Paper-In Tray and align to the Left & Right Side Guides
Staples jam	<ol style="list-style-type: none">1. Remove jammed staples. Follow instructions on Page 3.2. Always use our 26/6 or 26/8 standard staples.3. Check if the Staples Pusher is scratched or worn out. Follow the instructions on page 3 to put in a new Staple Pusher.
Paper jam	<ol style="list-style-type: none">1. To remove jammed sheets, press the "REVERSE" button on the control panel to drive the paper backward. You may need to press it a few times until it stops, then you can pull out jammed sheets.2. Do not insert more than 16 sheets of paper.3. Do not insert materials that are too thick or too rigid. Do not insert materials other than paper.
Black (Dark coloured) covers	If possible, avoid using black or dark coloured covers as the infrared sensor may not be able to detect sheets being inserted into the machine.

If the machine doesn't staple although the staple magazines are fully filled with staples:

Staple Pusher is not hinged on the pin	The hole on the Staple Pusher should be hinged onto the pin. Follow instructions on Page 3.
Staple Pusher is missing or incorrectly positioned	Follow instructions on Page 3 to put in the Staple Pusher. The mark "26" should be shown towards the rear of the machine and the Staple Head latch should be locked.

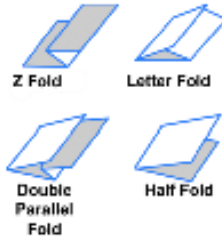
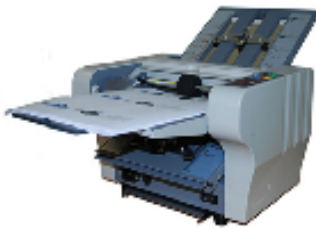
Missing staples or un-qualified staple in-put:

Unqualified staples	Use only our standard 26/6 & 26/8 staples. See Page 4.
Incorrect staple type or specification	Use only our standard 26/6 & 26/8 staples. See Page 4.
Staple Pusher has been put in the wrong direction	The Staple Pusher should be shown towards the rear of the machine. See Page 3.
Residue is inside the Staple Head	First, remove the Staple Head from the machine and then unscrew the front plate of the Staple Head. Clean the Staple Head and then re-install it to the machine. Make sure the Staple Head latch is locked before you operate the machine. Follow the instructions on Page 3 to remove/install the Staple Heads.
Staple Pusher is scratched or worn out	Follow the instructions on Page 3 to change the Staple Pusher.

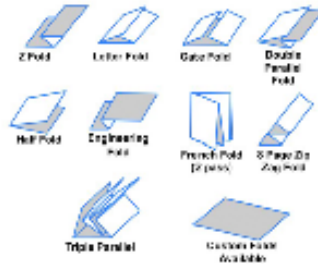
If you cannot fold or if an un-qualified booklet has been folded & stapled:

Settings for the Fold & Staple features are not correctly set	Follow the instructions on Page 2 to set up the Fold & Staple features correctly.
Too many sheets are inserted or the material is too rigid	<ol style="list-style-type: none">1. Do not insert more than 16 sheets of paper into one run.2. Do not insert materials that are too thick or too rigid. Do not insert materials other than paper.
Folding line is not located in the centre of the booklet, or is at a slanted angle	<ol style="list-style-type: none">1. Properly adjust the Left & Right Side Guides. If the Side Guides are too far apart, paper can be unparallel as it is inserted into the machine. On the other hand, if the Side Guides are set too tightly, paper can curl up during folding, which can result in incorrect stapling. See Page 5 for instructions.2. Properly adjust the Paper Depth Adjustment Knob, so that the machine folds in the centre of the sheets. See Page 5 for instructions.
Dirty rollers	Clean rollers using a soft and damp cloth. Never use chemical or alcohol base liquids as they may damage the roller.
The 2 staples are not properly centered in the booklet	<ol style="list-style-type: none">1. Properly adjust the Left & Right Side Guides. See Page 5.2. Re-install Staple Heads to the correct positions. See Page 3.

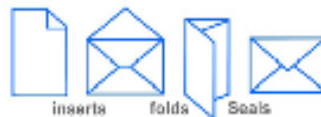
Paper Folding Machines



Pharmaceutical Folding Machines

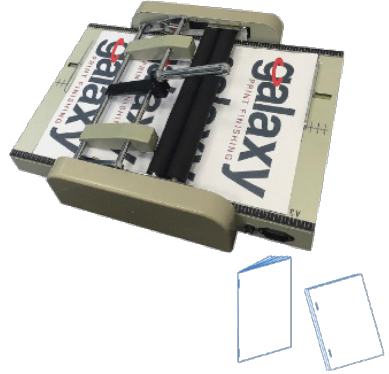


Folder Inserters



Booklet Makers

Our booklet makers are useful for anyone wanting to make stapled booklets. Turn multiple A4 sheets into an A5 booklet or multiple A3 sheets into an A4 booklet. They're very handy for making things such as menus, brochures, church service booklets and so on. Offering a low cost solution that drastically improves production, efficiency and the quality of a finished result.



Business Card Cutters

Here at Galaxy, we provide a wide range of quality card cutters ideal for business cards, shop tags, postcards and other applications. These machines are perfect for in house low to medium volume runs.



Creasing & Perforating Machines

Our card creasing and perforating machines will cater for the smaller user up to the print finishing specialists.



Envelope Slitters

We provide a range of envelope openers which are suitable for all types of offices. We have basic letter openers through to letter openers with mail extraction systems built in.



Corner Rounders/Punches/Cutters

Galaxy offers a range of corner rounders, cutters and punches. These can range from the smaller jobs to the more heavy duty applications.

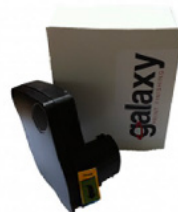


Staplers

Staple with ease with our effortless staplers that are suitable for your stapling needs.



Franking Labels and Inks





We offer products around the world which has enabled us to develop local partnerships that are benefiting customers and business partners alike. For mail room and print finishing solutions, we have an extensive range of machines and supplies.

Give us a call today to see how we can help with your mail room and print finishing requirements.

A decorative graphic at the bottom of the page features a grey sphere representing a planet, partially obscured by a thick, orange ring that curves around it. The text is centered over this graphic.

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Email: info@galaxyprintfinishing.com

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