TYPE: SCORING MACHINE
MODEL: PIT-STOP DG-LINE
REV: 1.0 - 07/2009
### DECLARATION OF CE CONFORMITY

<table>
<thead>
<tr>
<th>MACHINE TYPE:</th>
<th>SCORING MACHINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODEL:</td>
<td>PIT STOP DG-LINE</td>
</tr>
<tr>
<td>SERIAL NUMBER:</td>
<td></td>
</tr>
<tr>
<td>YEAR OF CONSTRUCTION</td>
<td></td>
</tr>
</tbody>
</table>

### PURCHASER DATA

- **COMPANY:**

- **ADDRESS:**

- **PHONE:**

- **FAX:**

- **TECHNICAL MENAGER:**

- **PERSON IN CHARGE FOR MAINTENANCE:**

- **DELIVERY DATE:**

---

[Bacciottini Group logo]
DECLARATION OF CE CONFORMITY

(According to the enclosure II of the MACHINE DIRECTIVE 2006/42/CE)

The manufacturer

Bacciottini Group s.r.l. Via dei Tintori, 28 59013 Oste - Montemurlo PRATO, ITALIA
Declares under its own responsibility that the new machine described below:

<table>
<thead>
<tr>
<th>TYPE:</th>
<th>SCORING MACHINE</th>
<th>SERIAL NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODEL:</td>
<td>PIT STOP DG-LINE</td>
<td>YEAR OF CONSTRUCTION:</td>
</tr>
</tbody>
</table>

Complies with the legislative provisions that apply the follows directives:

MACHINE DIRECTIVE: 2006/42/CE
ELECTROMAGNETIC COMPATIBILITY: 2004/108/CE
LOW VOLTAGE: 2006/95/CE

HARMONIZED STANDARDS APPLIED:

SAFETY OF MACHINERY: EN292/1 EN 292/2
SAFETY OF ELECTRICAL EQUIPMENT EN 60204-1

Furthermore we declare, as provided by the enclosure II of DIR. 2006/42/CE, that the appointed person to constitute the Technical Dossier is Mr. ............................................... who is to be found at the Main Office of Bacciottini Group s.r.l.

Montemurlo, (date).........................

BACCIOTTINI GROUP S.r.l.
Managing Director
Identification of machine

The **SCORING MACHINE** Model **PIT STOP DG-LINE** is identified by a plate fastened to one side in a clearly visible position, displaying the following data:

- Company logo and address of manufacturer;
- The "**CE**" marking
- Machine Model;
- Type of Machine;
- Serial number.
- Year of construction

A full-scale illustration of the plate is shown on the next page.

As regards the **CE** conformity certificate, a copy is enclosed at the beginning of this instruction manual.

**IMPORTANT**

=============

DO NOT REMOVE, ALTER, COVER OR CHANGE THE POSITION OF THE **CE** PLATE APPLIED BY THE MANUFACTURER.
### TECHNICAL FEATURES OF SCORING MACHINE PIT STOP DG-LINE

<table>
<thead>
<tr>
<th>NET WEIGHT OF THE MACHINE</th>
<th>Kg</th>
<th>180</th>
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</thead>
<tbody>
<tr>
<td>MAX. FLOOR REQUIREMENTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Width</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td>Length</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>Height</td>
<td>130</td>
</tr>
<tr>
<td>INSTALLED POWER</td>
<td>KW</td>
<td>2</td>
</tr>
<tr>
<td>FEEDING VOLTAGE (THREE-PHASE)</td>
<td>V</td>
<td>230</td>
</tr>
<tr>
<td></td>
<td>HZ</td>
<td>50</td>
</tr>
<tr>
<td>MAX. PAPER SIZE</td>
<td>cm</td>
<td>50x70</td>
</tr>
<tr>
<td>MIN. PAPER SIZE</td>
<td>cm</td>
<td>8x10</td>
</tr>
<tr>
<td>PAPER SUBSTANCE*</td>
<td>g/m²</td>
<td>80 : 400</td>
</tr>
<tr>
<td>MIN. DISTANCE BETWEEN THE SCORES</td>
<td>mm</td>
<td>0,1</td>
</tr>
<tr>
<td>PRODUCTION OF A4 WITH 1 SCORING</td>
<td>sheets/h</td>
<td>6500</td>
</tr>
</tbody>
</table>

*WITH LIMITS OF FORMAT, TYPE OF JOB, TIPOLOGIA OF PAPER

**STANDARD OUTFITS**
- 1 Scoring Kit Digital

**OPTIONAL**
- 1 Standard scoring kit
- Perforations Kit with blade 2/1 - 3/1 - 4/1
- Micro Perforations Kit
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PREFACE

This manual, drawn up according to the rules set forth in the COMMUNITY DIRECTIVE 2006/42/CE and its subsequent amendments, describes the procedures for use and maintenance of the machine, appropriate to meet the requisites of safety and best operating results in terms of performance and life of the machine.

WE THEREFORE RECOMMEND READING THE MANUAL CAREFULLY BEFORE STARTING TO USE THE MACHINE, WITH PARTICULAR REFERENCE TO THE CONTROLS AND SAFETY DEVICES.

It is essential to comply with the recommendations contained in this manual as failure to observe the rules set forth therein will cause immediate invalidation of the warranty.

This manual is an integral part of the:

• SCORING MACHINE Model PIT STOP DG-LINE.

and may not be given to any third party separately from the machine, or reproduced in full or in part without the express written authorization of the manufacturer Bacciottini Group S.r.l. we reserve the right to take legal steps in case of violation of the copyright laws.

THIS MANUAL SHOULD BE KEPT IN A SUITABLE PLACE, ACCESSIBLE FOR CONSULTATION BY THE PERSONNEL ASSIGNED TO WORK ON THE MACHINE, THE DEPARTMENT FOREMAN AND THE MAINTENANCE PERSONNEL.

THE PERSON ASSIGNED TO USE THE SCORING MACHINE MODEL PIT STOP DG-LINE DESCRIBED HEREIN, MUST BE FAMILIAR WITH ITS USE AND WITH THE OPERATION OF THE SAFETY DEVICES INSTALLED ON IT, IN ORDER TO USE IT CORRECTLY AND SAFELY AND IN ORDER NOT TO INCUR DANGER CONDITIONS FOR THE SAFETY.
Bacciottini Group S.r.l. reserves the right to make any changes deemed necessary to improve the machine manufactured by it...

ANY TYPE OF MODIFICATION TO BE CARRIED OUT ON THE MACHINE MUST BE SUBJECT TO THE PREVIOUS AGREEMENT OF MESSRS. Bacciottini Group S.r.l.

BEFORE CARRYING OUT ANY TYPE OF MODIFICATION ON THE MACHINE, WE SUGGEST TO CONTACT MESSRS. Bacciottini Group S.r.l., WHO WILL GIVE THEIR OPINION ON THE MATTER, IF THE OPINION IS NEGATIVE, MESSRS. Bacciottini Group S.r.l. DECLINE ANY RESPONSIBILITY FOR DAMAGES TO PERSONS OR THINGS, THAT ARE CAUSED BY THESE MODIFICATIONS.
WARRANTIES AND ADDRESS OF MANUFACTURER

1. The **SCORING MACHINE** Mod. **PIT STOP DG-LINE** must be used only for the foreseen employ, this means that the above said machine is intended only for the scoring or punching of paper, having the sizes and the substances, that are indicated on the technical feature sheet.

2. Any parts incorporated in the machine that are not produced by the manufacturer, **Bacciottini Group S.r.l.**, are only guaranteed by their own manufacturers (motors, electrical components, standard mechanical parts purchased on the market, etc.).

3. The machine is guaranteed, as regards defective materials and parts, for a period of **12 months** from the date of shipment, unless specified otherwise in writing at the time of stipulating the contract.

4. **THIS WARRANTY IS ONLY VALID IF:**

   - The machine is the property of the original purchaser.
   - Testing and installation have been carried out by our technical personal (unless stipulated otherwise in the contract)
   - Use is made in respect of the instructions and recommendations made by the manufacturer **Bacciottini Group S.r.l.**

5. The manufacturer, **Bacciottini Group S.r.l.** will replace free of charge, ex-works, any part of the machine (according to the terms of item 2) included in the original purchase order and sent to us at the owner’s expense after inspection on the owner’s premises or in our plant by our technical personnel.

6. **THE WARRANTY DOES NOT APPLY TO BREAKAGE OF PARTS DUE TO IMPROPER USE OR NEGLIGENCE AND EXPIRES AUTOMATICALLY IF ANY MODIFICATIONS OR REPAIRS ARE MADE ON THE MACHINE WITHOUT OUR PRIOR AUTHORIZATION.**
Any controversy that may arise between the manufacturer Bacciottini Group S.r.l., and the purchaser shall be resolved by arbitration through the Court of Prato according to Italian law.

We remain at your complete disposal for any need that may arise and invite you to contact us at the following address:

Bacciottini Group S.r.l.

Via dei Tintori, 28
59013 Montemurlo - PRATO – ITALY

Telefono:  ++39 - 0574.652661
Telefax:    ++39 - 0574.655075
SAFETY INSTRUCTIONS

GENERAL

1. The customer agrees to have the **SCORING MACHINE** Model **PIT STOP DG-LINE** only by skilled and technically trained personnel.

2. The customer will have to ensure that no unauthorised person has access to the **SCORING MACHINE** Model **PIT STOP DG-LINE**.

3. Visitors are admitted to the production area only if accompanied by skilled personnel.

4. Nameplates, danger and prohibition signs and warnings installed on the **SCORING MACHINE** Model **PIT STOP DG-LINE** should never be removed, covered or damaged.

5. The keys to lock doors and electric cubicles should never be used and/or removed by unauthorised people.

6. The customer should comply with the laws applicable in the countries where the unit is used, like:
   - Additional industrial safety requirements;
   - Laws and related provisions that implement them;
   - Special requirements for installation and maintenance.

7. The customer agrees to inform his personnel, in a correct and timely manner, regarding the application of these safety instructions and to verify that they are followed.

8. The customer will have to make sure that all the personnel in charge of the installation, operation and maintenance of the **SCORING MACHINE** Model **PIT STOP DG-LINE**, has been informed and is aware of the location and use of all the safety devices fitted on the machine.

9. The customer must guarantee the ideal premises to ensure safety in all working environments by assigning duties and tasks at different levels, that are compulsory.
10. The **SCORING MACHINE** Model **PIT STOP DG-LINE** has been manufactured in accordance with the provisions given in the **EUROPEAN DIRECTIVE 2006/42/CE** and subsequent amendments and with modern engineering technologies to ensure its safety in time.

11. All mechanical and/or electric changes applied to the **SCORING MACHINE** Model **PIT STOP DG-LINE** should be immediately reported to the technical department of the manufacturer.

12. The customer agrees to immediately inform **Bacciottini Group S.r.l.** regarding said changes..

13. The machines, manufactured by **Bacciottini Group S.r.l.** are individually tested and approved by the Manufacturer according to the supplied outfit and according to the originality of the machine in all its single parts.

14. The fitting of non original components, that have not been manufactured by the manufacturer himself, can alter the characteristics of the machine and thus impact their safety during operation.

15. **Bacciottini Group S.r.l.** shall not be responsible for damages resulting from the assembly of non original parts.

16. The **SCORING MACHINE** Mod. **PIT STOP DG-LINE** must be used only for the foreseen employ, this means that the above said machine is intended only for the scoring or punching of paper, having the sizes and the substances, that are indicated on the technical feature sheet.

17. The respect of the exercise modalities and of the prescriptions for the maintenance of the Manufacturer are part of the employ conditions of the machines.

18. All working equipment, like tools, transportation and lifting equipment, miscellaneous equipment required to perform maintenance operations and adjustments should be in good working order and must be used for the scope described and only by skilled personnel.

19. The safety devices fitted on the machine should not be removed or tampered with during ordinary operations.

20. If the conditions above occur, **Bacciottini Group S.r.l.** shall not be responsible for personal injuries originating from the tampering with the devices fitted on the machine.
21. The **SCORING MACHINE** Model **PIT STOP DG-LINE** can be operated only if all the safety devices are in perfect working order.

22. When operating within the working area of the machine, all operators should use appropriate individual protection equipment.

23. Said equipment will be supplied by the company, that will also have to regularly verify that these are used in a correct manner by the personnel.

24. **La Bacciottini Group S.r.l.** shall not be responsible for damages originating from the failure to comply with these requirements

### ADJUSTMENTS

1. If not otherwise stated in the safety instructions regarding the operation and maintenance of the machine, all adjustments must be made when the machine is idle, when the main switch is positioned on “0” and padlocked. The key of this padlock shall be kept by the maintenance manager.

2. The instructions above refer to all operations connected with moving or life parts, like:

   - Maintenance operations
   - Reparation of mechanical or electrical failures
   - Lubrication
   - Cleaning

3. Always follow the instructions given here below:

   - Don't touch any part of the machine that is moving or adjust components, located next to moving parts, during the operating cycle.
   - Control buttons must be pressed only after making sure that there is no danger for people or property.
ADJUSTMENTS ON THE ELECTRIC SYSTEM

1. Touching live parts can be dangerous both for people, even if the voltage is low. Thus, all operations on the electric system have to be performed when the machine is disconnected from the mains.

2. The electric system is not live if the manufacturer's fuses have been removed or if the main switch is positioned on “0”.

3. A warning sign should be placed on empty fuse holders or on disabled main switches.

4. Before starting any operation, use a voltmeter to check all the input terminals and verify that they are not live.

5. When the main switch is positioned on “0”, the power cable and the input terminals (whose protection is marked with the symbol of a lightning) are still live.

6. Before starting any operation, it is necessary to apply the personal padlock to the main switch.

7. The presence of voltage on the machine must be controlled downstream from the main switch.

8. All the operations on the electric system should be supervised by a second person.

9. This person is responsible for the safety of the first operator and must be prepared to provide first aid in the event of accidents due to the contact of electric voltage.

10. Operations and inspections on the electric system must be carried only by skilled personnel or by duly trained personnel.

11. Operational check and troubleshooting may have to be performed when the machine is powered.

12. These operations have to be performed very carefully using tools and instrumentation in perfect working order.
13. All operations that imply touching lead or non insulated elements must be carried out only after the machine has been disconnected and the main switch is positioned on “0” and padlocked.

14. When connecting an electric equipment, it is always necessary to first use the yellow-green ground lead.

15. When disconnecting the machine from the mains, it is always necessary to disconnect the ground lead last.

16. For safety reason, additional equipment that have been installed at a later stage, like sockets and additional lamps, must always be connected downstream from the main switch

INSTRUCTIONS FOR MAINTENANCE PERSONNEL

1. The main switch must always be positioned on “0” and padlocked before maintenance is carried out.

2. Never place tools or other objects on running or idle machines, because these could fall and cause injuries to people and damages to the equipment.

3. If the operations are carried out by several people simultaneously, as maintenance operations, troubleshooting, etc., operations should be coordinated by one person only.

4. Never use compressed air to clean the skin. The presence of injuries and ulcers could cause dangerous embolisms and/or infections.

5. If the compressed air is used inside electric board or on electric equipment, it could cause the disconnection of the electronic equipment and the accumulation of dirt in areas that are difficult to access, thus negatively impacting the operation of the machine.

6. Lubricants, varnishes, adhesives, putty and detergent solutions can irritate the skin and the eyes.

7. When using these substances, always wear goggles or closed protection glasses.
8. It is useful to remember that each individual protection means is suitable for the noxious substance for which it has been designed and produced.

9. For this reason, it is particularly important to choose the protection means according to their use.

10. In the event of accidental contact, immediately wash the contaminated part with an abundant amount of water.

11. Always make sure that there is adequate ventilation when using detergent solutions.

12. Carefully follow the manufacturer's instructions when handling these substances.

13. All operations that could injure the eyes, carried out in closed environments, should be done while wearing goggles.

INSTRUCTIONS FOR OPERATORS

1. Operators should not start machines that have been disabled by authorised personnel.

2. Before starting a machine that has been stopped for maintenance purposes, make sure that this operation can be done without endangering people, materials and equipment.

3. When the machine is running, it is necessary to avoid touching moving or hot parts, especially during the maintenance phases.

4. Never wear the following clothing:
   - Loose clothing
   - Clothes with long buttoned sleeves
   - Slippers or open shoes that don't protect the ankle.
   - Hair should always be tied.

5. Never store scissors, screwdrivers or other tools in open pockets because these could fall and injure people or damage property.
SAFETY INSTRUCTIONS

ADJUSTMENTS AND INSPECTIONS

1. It is necessary to establish the operators responsible for accessing the internal parts of the electric board and for operating the systems of the machine.

2. The keys of the padlocks of the electric board or junction boxes containing controls should always be kept by the operators responsible for the above-described operations.

3. All adjustments and controls must be carried out in accordance with the instructions given in the operation and maintenance manual.
INTENTIONALLY EMPTY PAGE
CHAPTER 1

MAIN INFORMATIONS AND FEATURES OF THE MACHINE

1.1 Description of the machine

The SCORING MACHINE Mod. PIT-STOP DG-LINE is employed in the graphic industries for the scoring or the perforation of the paper.

PIT-STOP DG-LINE

The scoring group, located in the central area of the machine, is composed of a pressing pad, connected with two cams, which are driven by a group “toothed belt”, and one scoring kit, where the pad is pressing the paper sheet, imprinting the fold, at the size, which has been entered in the digital panel.

The digital panel allows to manage and to set all the functioning parameters, that are necessary to carry out a scoring/perforation/digital scoring (matrix) cycle, giving also to the operator, the possibility to memorize the programs according to the article or to the customer.

The feeding table is made up by a bearing surface with two adjustable movable squares. The squares slide in a transversal direction on a guide, that is equipped with an adjustment for the setting in square.

Each square can move in an independent way on the guide, any way in spite of this it is necessary to be sure that the sheets are put on the feeding table in the most centrally way.
In the machine **PIT-STOP DG-LINE** the feeding of the paper sheets can be effected both in manual or automatic mode; in the case of manual feeding, the operator inserts the sheets one by one into the inlet of the scoring group and starts the machine, carrying out the operating cycle according to the entered parameters.

The automatic feeding of the sheets is effected thanks to a picking system, composed of a suctioning wheel, which is moved by a motor and by a set of adjustable blowers, which have the function to send an air jet against the paper sheet package, in order to reduce the friction among the paper sheets.

The machine **PIT-STOP DG-LINE** is equipped in its lower part with a suctioning/blowing pump, which supplies respectively the suctioning flow to the feeding roller and the blowing flow to the blowing squares, thanks to a timed deflector.

On the feeding table, there are the adjustable blowing units, that are installed inside the movable revolving squares, which allow a precise and quick alignment of the sheet, assuring short starting up times.
The outlet tray is inclined, to make easier the outlet of the processed sheets, through the dragging rollers on the outlet of the scoring group.

The machine is equipped with two guide magnet shoulders, in order to hold and put in order in a linear way the sheets that are discharged by the machine. The lower part of the collection tray is equipped with a shoulder, whose extension can be duly adjusted to hold different paper sizes.
The electric board of the machine is located in the lower part below the sheet feeding table. The scoring machine **PIT STOP DG-LINE** is fed by a mono-phase line **230V**.
1.2 Operating positions

The SCORING MACHINE Mod. PIT STOP DG-LINE need the presence of only one operator, that mainly will occupy the area for the feeding of the sheets, from which he can manage all the functions of the machine by the digital panel.

In this position, that we will call P1 in the model PIT-STOP DG-LINE is not necessary to have the constant presence of an operator (Unless you are operating in manual mode) since the feeding of the sheets is effected automatically. Therefore, once you have inserted the sheet package, and started the machine, the sheets are picked up automatically and processed according to the set parameters, and the assigned operator can carry out other operations and tasks. The main operations, that are carried out in this position are the following:

- Introduction of the paper sheets
- All the adjustments on the feeding table
- All the settings on the digital panel
- Access to the electric board (main switch)

In the position, that we will call P2, corresponding to the back area of the machine, the operator picks up the sheets, that have received the scoring/perforation process. The main operations, that are carried out in this position are the following:

- Picking up of the paper sheets
- All the adjustments on the collection tray

In the position, that we will call P3, corresponding to the left lateral area of the machine, the operator will carry out the operations for the replacement of the scoring/perforation kit. The main operations, that are carried out in this position are the following:
• Replacement of the scoring/perforation kit/digital scoring
• Maintenance of the scoring group
• Adjustment of the suctioning angle of the suctioning wheel

THE WORKING POSITIONS OF THE OPERATOR HAVE BEEN STUDIED IN SUCH A WAY TO MAKE ITS INTERVENTION AS SIMPLE AS POSSIBLE AND AS SAFE AS POSSIBLE.

1.3 Safety devices

The SCORING MACHINE Model PIT-STOP DG-LINE is equipped with a STOP push button (PS1) which stops the machine cycles. Furthermore the machine is equipped with a set of protection casings, which are necessary to isolate completely the scoring group.

<table>
<thead>
<tr>
<th>CR1</th>
<th>UPPER CASING</th>
<th>CR4</th>
<th>FRONT LOWER CASING</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR2</td>
<td>RIGHT LATERAL CASING</td>
<td>CR5</td>
<td>BACK LOWER CASING</td>
</tr>
<tr>
<td>CR3</td>
<td>LEFT LATERAL CASING</td>
<td>PS1</td>
<td>STOP PUSH BUTTON</td>
</tr>
<tr>
<td>CR3/1</td>
<td>LEFT LATERAL DOOR (for the replacement of the tool)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTA: For the replacement of the tool, it is enough to remove the casing CR3/1.
1.4 Allowed uses

The **SCORING MACHINE** Mod. **PIT-STOP DG-LINE** has been designed, referring constantly to the problems regarding the operations, that it can carry out, and this causes precise and specific limitations in the operating modalities of the machine.

- **IT IS POSSIBLE TO USE THE SCORING MACHINE MOD. PIT STOP DG-LINE FOR THE SCORING AND THE PERFORATION OF PAPER, AS PER THE TYPOLOGIES AND SIZES, WHICH ARE INDICATED ON THE TECHNICAL FEATURES.**

- **ANY OTHER USE, WHICH HAS NOT BEEN CONSIDERED IN THE DESIGNING PHASE, AND WHICH CAN CAUSE NOT PROTECTED HAZARDS, MUST BE ABSOLUTELY EXCLUDED.**

The assigned operator must be responsible and also correctly trained regarding the functioning of the machine and it must be perfectly aware of all the foreseen devices in order to be able to operate in the quickest and most suitable way when there is a danger, that could cause damages to persons or to the machine.

1.5 Noise emissions

The phonometric tests, that have been carried out on the machine (which have been effected according to the rule **UNI EN ISO 11204:1997**), have found no values equivalent to level Leq (A) higher than 80 db (A).

If during the running, you should have particular noisy situations, you have first to adjust the taps on/off of the blowing groups and then adjust the sheet feeder, reducing, if necessary, the quantity of paper sheets on the inlet tray.

1.6 Not eliminated risks

Considering the construction simplicity of the **SCORING MACHINE Mod. PIT STOP DG-LINE** there are no particular risks during the normal use.

The whole working section (scoring/perforation group) is contained by protection casings, that do not allow any contact, even accidental and casual, by the assigned personnel.

If for any intervention inside the machine and in particular on the scoring/perforation group, you had to remove the casings, you must start again the machine only after having re-assembled all the protection casings. Obviously any intervention on the internal parts of the machine must be carried out only after having cut off and deactivated the electric power feeding.
2.1 Premise

Before carrying out the shipment, the SCORING MACHINE Mod. PIT STOP DG-LINE, is assembled in all its parts, and it is scrupulously tested (within the limits) at the workshop of Messrs. Bacciottini Group s.r.l., to guarantee to the customer the max. safety against eventual defects in the manufacturing and/or running, that could cause delays in the starting up of the machine at the moment of the erection on the site. For the operations of transfer, loading and unloading, the described machine is completely erected.

These dispositions can change according to complexity or to the shipping modalities, that are required by the customer, any way Messrs. Bacciottini Group s.r.l. will supply time by time the necessary explanations on this matter.

On the arrival of the machine you have to check that there are all the parts, that are indicated on the shipping documents, and you have to inform immediately Messrs. Bacciottini Group s.r.l. and the Shipping Agent, about eventual damages, caused during the shipment;

WE POINT OUT THE IMPORTANCE TO INFORM IN ADVANCE MESSRS. Bacciottini Group s.r.l. IN CASE OF TAMPERING OR BREAKAGE OF THE SINGLE PARTS, THAT COMPOSE THE MACHINE.

We recommend not to open eventual cases and not to perforate the protection wrapping in Nylon, before the arrival of the personnel, that is assigned to the erection, who will personally remove the packing covers.

We remind you that the protections in Nylon and the wooden cases are not biodegradable materials, and because of this reason they must be disposed, following the indications, that are supplied by the Directive 94/62 contained inside the D.Lgs. 22/77. For all the moving and transfer phases, that have to be carried out manually, it is necessary to equip the personnel with safety anti-accident clothes, such as:

- Anti-cut gloves
- Protection goggles
- Protection helmets
- Shoes with anti-crushing points and anti-perforation soles

All the above items must be chosen following the indications, that are supplied by the D.L. 04/12/95 N.475 or similar standards, according European Community Directive 686/89/CEE, for the handling of metallic bodies with sharp angles or surfaces, that can cause cut lesions.
2.2 Lifting

The lifting operations of the machine must be carried out by accessories (metallic ropes, textile cables, chains, etc.) that are in conformity with the European Community Directive 2006/42/CE and next modifications (Enclosure I Item 4) and in conformity with eventual laws, that are in force, regarding the load to be lifted; these accessories must have also a suitable mechanical flexibility to allow an easy handling and manoeuvrability. Considering the reduced weight and dimensions, the machine can be simply lifted by means of a fork lift and once they are on the floor, by a transpallet.

Here below we show you the lifting modalities, that you have to follow, to avoid damages to the different elements, that compose the Machine.
The devices to be used, as just specified, are the following:

- Fork Lift
- Transpallet

This operation must be carried out only by skilled and qualified personnel, if necessary there operators can be assisted by operators that are assigned to the signalisations, to carry out, in the max. safety conditions, all the phases of transfer, moving, loading and unloading of the machine from the truck. For other transfers and moving, we suggest to contact in advance Messrs. Bacciottini Group s.r.l.

### 2.3 Suggested modalities for the packing

Here below you find the modalities, that are followed by Messrs. Bacciottini Group s.r.l. to carry out, only if specifically requested, the packing of the machine inside the container.

**These indications must be respected, in all those cases, that foresee the shipment of the machine, to send it back to the Manufacture, or for its transfer to Third Parties.**

The shipments of the components of the machine can be effected according to the cases, that are indicated in the **Table 2.1**:

<table>
<thead>
<tr>
<th>Shipments</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SHIPMENT ON TRUCK BY LAND:</strong></td>
<td>The machine is shipped in wooden case, with upsetting indicator and seaworthy protection bag;</td>
</tr>
<tr>
<td><strong>SHIPMENT ON TRUCK BY SEA:</strong></td>
<td>The machine is always shipped in seaworthy protection bag in wooden case;</td>
</tr>
<tr>
<td><strong>SHIPMENT ON CONTAINER BY VESSEL:</strong></td>
<td>The machine is always shipped in seaworthy protection bag with anti-moisture salts in wooden case;</td>
</tr>
</tbody>
</table>

**TABLE 2.1**

Eventual parts or accessories, that are separate from the machine, must be duly wrapped inside anti-choc wrappings; the disposition on the transportation mean must be in such a way not to create dangers then during the unloading phase.

Messrs. Bacciottini Group s.r.l. supply the description of the opening modalities of the packings as well as for the delivery of the machine, when these operations can present, according to their opinion, particular problems.
Supplementary indications will be supplied, in case of need, to the personnel or to the Bodies, that are assigned to carry out eventual checks for inspections.

We recommend not to place any load upon the packings, an excessive weight can cause a structural sinking of the upper wall of the cases, causing in this way damages of the machine and consequent dangers for the personnel, who is exposed to the moving and transfer.

On the moment of the supply you have to check the integrity of the machine and of its accessories; if there is any tampering, you have to inform Messrs. Bacciottini Group s.r.l. before going on with the installation phases.

2.4 Shipment and storage

During the storage, forwarding and shipping phases, it is necessary to guarantee such environmental conditions, that are necessary not to alter the components of the machine, for this reason, we recommend to respect the following limitations:

- Temperature including between 5 °C and 50 °C
- Max. humidity (non condensing) 85 % U.R.

If the shipment is by cases, the anchoring and fastening with the transportation mean must be effected by sling accessories (metallic ropes, textile cables, chains, etc.) that must be in conformity with the European Community Directive 2006/42/CE and following modifications (enclosure I, item 4) and eventual laws, that are in force, concerning the total weight of the load, to be anchored.

If the forwarding is carried out by truck or by train, the resistance of the anchoring means must be proportioned to the stresses, coming from rush accelerations or decelerations, caused by the transportation.

The disposition on the transportation mean must be in such a way not to create dangers during the unloading phase. For the anchoring of the different parts with the loading surface, it is necessary to use, when available, the suitable hooks. If the surface is made up by wood, both a continuous table or in slats, having a thickness of min. 25 mm it is opportune to put some ties corresponding to the holes, that are located on the bases and on the perimeter of the machine, to prevent it from moving during the forwarding.
Messrs. Bacciottini Group s.r.l. have no liability for eventual damages, caused to the machine by unskilfulness or by forwarding, shipping and lifting modalities, that are different from the indicated ones.

N.B. if the complexity of the machine does not allow the shipment of the machine, assembled by Messrs. Bacciottini Group s.r.l., after having carried out the starting up and test in their own workshop, the machine will be divided in different structural parts according to a certain judiciousness, placing them on the transportation mean. The erection and the starting up of the machine on the installation site will be carried out by skilled staff of the Buyer, to whom, if necessary, we will supply all the necessary procedures for the correct installation of the removed components.

If the machine is sent back to the Manufactured or transferred to Third Parties, it is necessary to contact Messrs. Bacciottini Group s.r.l. which will give you all the correct explanations regarding the operations of forwarding, disposition on the transportation mean and transfer and moving.
INTENTIONALLY EMPTY PAGE
CHAPTER 3

STARTING UP

3.1 Erection and Installation

The positioning of the SCORING MACHINE mod. PIT STOP DG-LINE is always carried out by skilled internal personnel of the Buyer; here below we briefly indicate the phases, that must be followed for this operation. The working position of the machine must be chosen in the most suitable way, taking into consideration essentially some factors:

1. operating area: the dimensions of the installation area must be higher than the space that is necessary to contain the machine, in fact it is necessary to guarantee an enough space for the handling of the operators during the normal use or the maintenance. The min. dimensions, that must be guaranteed, are those that are indicated in the Figure 3.1;

2. environmental features: to allow a correct functioning of the machine, the environment must guarantee the following conditions:

   - Temperature included between 5 °C and 50 °C
   - Relative humidity (not condensing) 85 % U.R.
   - Lighting included between 200 and 400 LUX

   The area of the installation must have no electromagnetic interferences, that are bad for the correct functioning of the machine, according to what indicated in the DIRECTIVE 2004/108/CE (E.M.C.) “regarding the electromagnetic compatibility.

3. Features of the floor: the bearing surface must not have any sinking, caused by the weight of the machine, and it must also guarantee a constant and permanent and correct stability. The values corresponding to the bearing pressure of the machine are indicated here below.

| WEIGHT OF THE MACHINE PIT STOP DG-LINE | 180 Kg |

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4. Installation on the floor: At the moment of the delivery, the skilled personnel of Messrs. Bacciottini Group S.r.l., carries out the positioning and all the adjustments, that are necessary for the setting up of the machines.

The machine is equipped with four bearing plates 40x40mm, that are located under the side-frames on the four ends and it does not require any fastening onto the floor.

The customer has the duty to check and be sure that the floor of the installation area has got the structural guarantees to bear the machine, in consideration of the data that are indicated in the weight table. This check must be even more scrupulous in the case in which the installation is effected on the upper floors.

**ATTENTION!! MESSRS. BACCIOTTINI GROUP S.r.l. DECLINE ANY RESPONSIBILITY FOR DAMAGES TO THE MACHINE OR TO THE ASSIGNED PERSONNEL, THAT HAVE CAUSED BY A WRONG FASTENING ONTO THE FLOOR OR BY THE POSITIONING OF THE MACHINES ON FLOORS, THAT ARE NOT SUITABLE TO BEAR THEM.**

5. Utilities connections: once you have carried out the positioning of the machines, you can go on with the connection of the electrical feeling lines and eventual utilities, that are necessary for the correct functioning of the machines.

**WE THINK IT IS USEFUL TO INDICATE SOME CHECKS, THAT YOU HAVE TO CARRY OUT BEFORE AND AFTER THE INSTALLATION AND THE CONNECTION WITH THE EXTERNAL FEEDING LINES.**
• **GENERAL CHECKS**
  
  - TIGHTENING OF THE SCREWS AND OF THE BOLTS AMONG THE MACHINE PARTS.
  - CORRISPONDENCE OF THE CONNECTION POINTS WITH THE EXTERNAL CONNECTIONS
  
• **ELECTRICAL CHECKS**
  
  - CONNECTIONS OF THE MOTORS, SHUNT BOXES, ETC..
  - GROUNDING
  - NET CHECK WITHIN THE FORESEEN LIMITS.
  
**THE ELECTRICAL CHECKS MUST BE CARRIED OUT ALSO AFTER DISASSEMBLING IN CASE OF MAINTENANCE ;**
  
In addition to this in all the phases of erection and check of the machine parts, where the manual intervention of the operators is required, the personnel must wear the following safety clothing:

- Anti-cut gloves,
- Protective goggles,
- Protection helmets
- Shoes with anti-crashing points and anti-perforation soles

That must be chosen according to the rule D.L. 04/12/95 N.475 or similar standards as per the Directive 686/89/CEE, to avoid that the metallic bodies with surfaces or sharp edges can cause danger or accidents.

**3.2 Connections with the electric plant**

The connections, to be carried out with the main electrical plant, as well as all the specifications of all the present circuit elements, are enclosed at the end of the manual or they are supplied in a separate dossier together with all the documentation of the machine.

During the phase of the first installation, the electrical connection must be carried out only when you are sure that nobody is near the operating area. The connection of the external electrical line with the main board, must be carried out by skilled personnel, following carefully the specifications concerning the materials, and the sections of the conductors for the feeding and for the ground, that are indicated on the electrical sketch, that is supplied by the Manufacturer with all the documentation of the employed elements.
Before carrying out the first operating cycle, we suggest to carry out a trial cycle, that must be checked by a skilled person, to verify the correct functioning and running of the machine.

THE CONNECTIONS OF THE MACHINE WITH THE DIFFERENT FEEDING SOURCES MUST BE CARRIED OUT, FOLLOWING THE GOOD PLANT INSTALLATION RULES AND, WHERE AVAILABLE, THE SPECIFIC RULES.
CHAPTER 4

USE OF THE MACHINE

4.1 Premise

The functions of the machine are managed by a programmer, that is installed on the upper part of the scoring machine in the area of the paper introduction. The control panel is shown here below:

After the loading of the program on the display you have the default screen, in this condition the machine is already ready to carry out the working cycle, of course according to the parameters, that have been set in the program.

This parameter corresponds to the mechanical distance between the sensor for the sheet presence and the tool (scoring, perforation or digital scoring) if you carry out the "perforation" with the setting "cord" (digital or not) or vice-versa the stroke on the paper takes place in a wrong way compared to the set size.
4.2 First Starting up

As specified in the previous paragraph, after the switching on of the machine, the operator can test immediately the functioning simply by putting the paper sheet in the inlet tray and by pressing the push button “START” of the control panel.

In this case the machine carried out a scoring cycle according to the default parameters, that were set during the last working cycle (in the case of the first starting up the machine will be adjusted according to the parameters, that were set during the testing).

Since you have to carried out a simplified starting up, i.e. not considering the more advanced functions, about which we will speak later, you have to follow the here below indicated instruction. After the switching on of the machine on the display you have the visualization of the following screen:

```
" STOP "
"NO-STOP PROCESS"
" SHEET 5 "
" Mn "
```

Pressing the function key F1 (which is indicated by Mn on the display) you get the access to the following screen of the Menu:

```
▶ " MEASURE SETTING "
    " MEASURE TYPE "
    " PROCESS TYPE "
    " ← → ↓ "
```

The keys F2 (←) and F3 (→) are used respectively to go out from and to go into the Under-Menus. The keys F4 (↓) and F5 (↑) are used to for the Menus bar moving the pointer (▶)

```
▶ " MEASURE SETTING "
    " MEASURE TYPE "
    " PROCESS TYPE "
    " ← → ↓ "
```

By the pointer in correspondence of the chosen Menu, you have to press the function key F3 (▶) and you get the access to the following screen:
You can change the number of the strokes (jobs), pressing the keys F4 (-) and F5 (+) from a min. of 0 stroke up to a max. of 100 strokes. Pressing again F3 (→) you get the access to the next under menu, where it is possible to set the first stroke:

You can change the size of the stroke, pressing the keys F4 (-) and F5 (+) from a min. of cm 0.01 up to a max. of cm 60.00.

Since in the initial menu, you had set “1 job (Stroke)”, the next pressing of F3 (→) will bring the machine again in the normal visualization screen, memorizing automatically the set value of the strokes.

By the keys F4 (↓) and F5 (↑) we run over the menu bar up to place the pointer (►) on “NUMBER OF THE BATCHES/SHEETS”.

Pressing the function key F3 (→) you get the access to the following screen, that asks to set of how many batches the process is composed.

You have to set the value “0” corresponding to the modalities (NO-STOP) in this condition the operator can set X=N° of papers and start the machine, that will carry out the worked according to the set strokes.
4.3 Advanced functions

In this paragraph we will check all the programming functions of the machine, checking again also those functions, about which we have already spoke in the previous paragraph. For any reference to the function keys, you have to refer to the figure, that is indicated at the beginning of the Chapter.

After the switching on of the machine on the display you have the visualization of the following screen:

```
STOP
[A] NO-STOP PROCESS
PAPER SHEET 0
Mn
```

Pressing the function key \( F1 \) (that is indicated by \( Mn \) on the display) you get the access to the following screen of the Menu:

```
◄ “MEASURE SETTING”
“MEASURE TYPE”
“PROCESS TYPE”
“← → ↓”
```

The keys \( F2 \) (←) and \( F3 \) (→) are used respectively to go out from and to go into the Under-Menus. The keys \( F4 \) (↓) and \( F5 \) (↑) are used for the Menus bar, moving the pointer (►) Here below you find the list of all the menu items, that are visualized by the operator "

```
◄ “MEASURE SETTING”
“MEASURE TYPE”
“PROCESS TYPE”
“NUMBER OF BATCHES/SHEETS”
“ZERO SETTING OF THE PROCESSED SHEETS”
“LOAD ARTICLE”
“MEMORIZE ARTICLE”
“CANCEL ARTICLE”
“FEEDING SPEED”
“EJECTION DELAY TIME”
“MEASURE UNIT”
“LANGUAGE SELECTION”
```

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4.3.1 Setting of the scoring/perforation sizes

Pressing the function key **F3** you get the access to the following screen:

```
“NUMBER OF JOBS (STROKES)”
“  2  ”
“  ”
“ ← → - + ”
```

You can change the number of the strokes, pressing the keys **F4 (-)** and **F5 (+)** from a min. of 1 stroke up to a max. of 100 strokes. Pressing again **F3 (→)** you get the access to the next under-menu, where it is possible to set the first stroke:

```
“MEASURE NR. 1 ”
“ cm 10.00 ”
“  ”
“ ← → - + ”
```

You can change the size of the processing, pressing the keys **F4 (-)** and **F5 (+)** from a minimum of **cm 0.01** up to a maximum of **cm 99.99** (pressing at the same time **F4+F1** or **F5+F1** the value will decrease or will increase, respectively, more quickly). As soon as you have entered the size of the first processing, it is possible to enter the next one, pressing again **F3 (→)**.

```
“MEASURE NR. 2 ”
“ cm 22.00 ”
“  ”
“ ← → - + ”
```

Since in the initial Menu, you had set “2 jobs (strokes)”, the next pressing of **F3 (→)** will bring the machine back again to the normal visualization screen, memorizing automatically the values of the set strokes.
• The pressing of F2 (←) brings back to the previous screen (in this case that one of the “SIZE NR. 1 ”)

• Pressing again F2 (←) you go back to the setting of the “JOBS (STROKES) NUMBER”.

• From here, again F2 (←) will bring us again in the initial visualization screen but NOT memorizing the value. Only if you have done a variation of the data you will get this message:

```
“MODIFIED DATA: ARE YOU”
“SURE NOT TO WANT TO”
“STORE ???”
“YES NON”
```

If you choose F4 (YES) the machine will ignore out modifications, instead of you choose F5 (NON) you will remain inside the item of the menu.

Practically, if you want to go out from the menu, saving the set data, you have always to proceed in "FORWARD →"

### 4.3.2 Setting of the measure type

```
“MEASURE SETTING”
► “MEASURE TYPE”
“PROCESS TYPE”
“← → ↓ ↑”
```

Pressing F3 (→) you enter and you display the following screen:

```
“Actual measure type : ”
“INCREMENTAL”
“Do you change type? ”
“NO YES”
```

```
“Selected measures: ”
“ABSOLUTE”
“Do you confirm the selection? ”
“NO YES”
```

On the screen you have the type of the actual measure, pressing F4 (YES) you go to the next screen for the confirmation of the measure change, in this case you go from “INCREMENTAL” (actual) to “ABSOLUTE” (to be set). Pressing F5 (YES) the machine is set to work with the ABSOLUTE measures, instead if you select F4 (NO) you go back to the screen “MEASURE TYPE “.
The difference between **INCREMENTAL** and **ABSOLUTE** sizes is shown in the following picture: the first case needs that the size between a scoring and the other one must be entered considering every time the centre of the processing as point 0; instead, in the second case, between a scoring and the other one, the values restarts from the last entered figure.

### 4.3.3 Setting of the process type

```
| “MEASURE SETTING ” |
| “MEASURE TYPE ” |
| “PROCESS TYPE ” |
| “⇐ ⇒ ⇩ ⇧” |
```

Pressing **F3** (⇾) you enter and you display the following screen:

```
| “PROCESS TYPE ” |
| “SCORING ” |
| “⇐ ⇒ ⇩ ⇧” |
```

On the screen you have the type of the actual process. By **F4** (⁻) and **F5** (⁺), you run over the different modalities of the machine (scoring, perforation or digital scoring), up to reach the one that you require. Pressing **F3** (⇾) you confirm the set data, if you select **F2** (⇐) you decide not to save and you go back to the screen “**PROCESS TYPE**”.

### 4.3.4 Setting of the number of batches/sheets

```
| “MEASURE TYPE ” |
| “PROCESS TYPE ” |
| “NUMBER OF BATCHES/SHEETS ” |
| “⇐ ⇒ ⇩ ⇧” |
```
Pressing the function key F3 (➡️) you get the access to the following screen, that asks us to set of how many batches the process is composed.

```
“BATCHES TO BE PROCESSED ”
“ NO-STOP ”
“                   ”
“ ← → - + ”
```

The values, which can be configured are NO-STOP (the machine counts the paper sheets but it never stops), X (the machine stops at each package and the number of the packages increases) and 1-99 packages (the machine stops when it has reached the configured number).

Pressing once again F3 it is possible to program the PACKAGE END PAUSE in two modalities:

- **STOP**: the machine does not run again until the operator activates again the cycle start.
- **1-15**: the operating cycle starts again at the end of the configured pause.

Let’s suppose to have set the value 3 as number of batches.

```
“NUMBER OF SHEETS FOR EACH BATCH”
“ 50 ”
“ TOT. 150 ”
“ ← → - + ”
```

At this stage (again by F4 and F5) you can change the number of sheets, of which the package is composed, from a min. of 1 to a max. of 9999.

The third line shows the product between the number of the set batches and the number of sheets for each package, showing in this way the total number of sheets, of which the process is composed.
4.3.5 Setting of the worked sheet zero-setting

Pressing again F3 (⇒) you are asked now if you wish to zero-set the sheet totalising meter:

```
“BATCHES 1 SHEETS 7”
“DO YOU ZERO-SET THE COUNTING? ”
“ ”
“ ← NON YES”
```

In this zero-setting menu, you can enter also directly from the menu, selecting the item “Zero-set of worked Sheets”.

4.3.6 Setting of the article load

Pressing F3 (⇒) you enter and you get the visualisation of a screen of this type, only if there are no stored article in the flash memory.

```
“ZERO SET. OF THE PR. SHEETS ”
► “LOAD ARTICLE”
“ MEMORIZE ARTICLE ”
“ ← → ↓ ↑”
```

Otherwise you get a screen of this type:

```
“No STORED ARTICLE”
” STORED ARTICLE”
“ ”
“ ← ”
```
The names on the left are the stored articles, the pointer (▶) moves using F4 (▼) and F5 (▲). The names are visualized in alphabetical order.

Pressing F3 (→) you confirm the selected name and you get:

```
“DO YOU LOAD THE ARTICLE”
“ “BCA”? ”
“ ”
“← NON YES ”
```

Selecting F2 (←) you decide not to load the article and to go back again into the screen for the article selection. Selecting F4 (NON) you decide not to load at all and to go out from the menus. Selecting F5 (YES) you decide to load the article.

During the loading you get the visualization of the following screen:

```
“********************”
“* ARTICLE *”
“* LOADING *”
“********************”
```

### 4.3.7 Setting of article storing

Now we examine the item "Memorize article"
Pressing F3 (→) you get the access to the screen for the name loading

```
"123456789←ABCDEF
   ▲     GHIJ"

"_        

" SEL ESC OK ← →"
```

You can run on the first line by the keys F4 (←) and F5 (→). You must position the required letter on the "pointer" ▲ at this stage, pressing F1 (SEL) you select the letter.

```
"123456789←ABCDEF
   ▲     GHIJ"

"D_       

"SEL ESC OK ← →"
```

The character of the first line ← (that one between 9 and A) is used to cancel. Selecting this character you remove the last one, that was put in the third line. The max. length of the name is 8 characters. The key F2 (ESC) is used to cancel the operation.

When you have finished to load the name, press the key F3 (OK). At this stage you can get different screens.

```
"PROGRAMS MEMORY"
"COMPLETE: DO YOU CANCEL"
"A SAVED WORK???

" ← NON YES"
```

This screen is visualized in the case in which there are already 200 stored recipes in the flash memory. Selecting F5 (YES) you are asked to cancel an existing article (we will see it later).

```
"NAME ALREADY PRESENT"
"IN THE DATA RECORDS"
"DO YOU WANT TO OVERWRITE IT?

" ← NON YES"
```
This screen is visualized if among the recipes, that are stored in the flash memory, there is already an article having the same name of the article, that you want to save. Selecting **F2 (↩)** you decide not to overwrite and to go back to the screen for the name loading.

Selecting **F4 (NON)** you decide not to save at all, and to go out from the menus. Selecting **F5 (YES)** you decide to store the article with the previously loaded name. Instead, if in the flash memory, there are no other articles having the same name, you get the visualization of the following screen:

```
“DO YOU SAVE THE ARTICLE?”
“ “ABCD”? ”
“ ”
“↩ NO SI”
```

Selecting **F2 (↩)** you decide not to save, and to go back to the screen for the name loading. Selecting **F4 (NON)** you decide not to save at all, and to go out from the menus. Selecting **F5 (YES)** you decide to store the article.

Carrying out the storing, you get the visualization for a short time of the following screen:

```
“***************”
“* LOADING OF *”
“* THE ARTICLE *”
“***************”
```

Or if there are any problem, you get the visualization of this screen:

```
“***************”
“* STORING *”
“* ERROR *”
“***************”
```

At the end you will have again the lay out of the stored articles and you will get the following screen:

```
“WAIT……………”
“LAY OUT OF STORED”
“JOBS”
”
```

IT VISUALIZES THE NAME OF THE ARTICLE THAT IS GOING TO BE SAVED
4.3.8 Setting of article cancelling

```
“LOAD ARTICLE”
“MEMORIZE ARTICLE”
“CANCEL ARTICLE”
← → ↓ ↑
```

This menu is similar to the previous one, with the difference that it cancels an article in the records. In the case in which there is no stored article:

```
“THERE IS NO”
“STORED ARTICLE”
←
```

Otherwise you get a screen of this type:

```
“ABC”
“BCA”
“CBA”
← → ↓ ↑
```

Pressing F3 (→) you select the name corresponding to the position of the slider (↑) and you go to the next page:

```
“DO YOU CANCEL THE ARTICLE”
“ “BCA”?”
← NON YES
```

And selecting F5 (YES) you get a screen of this type:

```
“***************”
“* CANCELLING*”
“* ARTICOL *”
“***************”
```
4.3.9 Setting of the feeding speed

By F4 (-) and F5 (+) you decrease or you increase the feeding speed of the sheets, that can be set from a min. of 20 mt/min up to a max. of 80 mt/min.

Pressing F3 (☞) you confirm the set data, if you select F2 (⟲) you decide not to save and you go back to the screen “FEEDING SPEED”

4.3.10 Setting of the ejection delay time

By F4 (-) and F5 (+) you decrease or increase the ejection delay time, which corresponds to the delay of the advancing of the sheet after the cycle of perforation/scoring/digital scoring (matrix). The delay must be set at “150” (a...
lower value could create problems), with the immediate advancing of the sheet after the working cycle, at a maximum of “ 1000 “, with the advancing of the sheet after 1 second from the end of the operating cycle. Pressing F3 (→) you confirm the set data, selecting F2 (←) you decide, not to save, going back to the screen “ EJEC. DELAY TIME.”

4.3.11 Setting of measure unit

```
“EJECTION DELAY TIME”
  “ MEASURE UNIT SETTING ”
  “ SETTING LANGUAGE ”
```

By the keys F4 (▼) and F5 (▲) you can change the measure unit of the machine. It may be setting in centimeter (cm), Millimeter (mm) or Inch (in). Pressing F3 (→) you confirm the set data, if you select F2 (←) you decide not to save and you go back to the screen “ MEASURE UNIT SETTING.”

4.3.12 Setting of language

```
“EJECTION DELAY TIME”
  “ MEASURE UNIT SETTING ”
  “ SETTING LANGUAGE ”
```

```
  “ ITALIANO ”
  “ ENGLISH ”
  “ FRANCAIS ”
```

By the keys F4 (▼) and F5 (▲) you can move in the Menu of the language, moving the pointer (►) checking the list of all the available languages, visualized by the operator”. Pressing F3 (→) you select the language corresponding to the position of the pointer (►) and you go back to the page “LANGUAGE SELECTION”, instead, pressing F2 (←) you go out from this screen.
4.3.13 Information in the visualization page

| “STOP” | THIS LINE SHOWS THE STATE OF THE MACHINE |
| “NO-STOP WORK” | THIS LINE SHOWS THE PROCESSING TYPE OF THE MACHINE |
| “SHEET 0” | THIS LINE VISUALIZES THE QUANTITY OF THE PROCESSED COPIES |
| “Mn BSA” | THIS LINE SHOWS THE MENU FUNCTION, FOR WHICH YOU GET THE ACCESS BY F1, THE NAME NEARBY SHOWS THE ARTICLE THAT YOU ARE PROCESSING (IN THIS CASE “BSA”) |

In the case in which the processing article was never stored, the name of the article is not visualized.

| “STOP” |
| “BATCH 0/3” |
| “SHEET 0/50” |
| “Mn BSA” |

In the upper screen you see that the set process is 3 batches (packages) of 20 sheets each. The machine actually has produced no package and no sheet.

| “STOP” |
| “ONE BATCH” |
| “SHEET 0/50” |
| “Mn BSA” |

Instead in this case we have a process with a single package of 20 sheets. Pressing the push button "START" you get a screen of this type:

| “START PAPER MISSING” |
| “ONE BATCH (PACKAGE)” |
| “SHEET 0/50” |
| “BSA” |

The indication "PAPER MISSING" means that the machine is waiting that the operator loads a sheet, to be processed, or that the automatic loading unit is empty. Please note that when the machine is running, it is not possible anymore to get the access to the Menu by the key F1.
4.3.14 Solution of the problems

Causes of automatic stop by the machine:

```
“STOP: SHEET ERROR”
“SINGLE PACK”
“SHEET 0/20”
“Mn TEST”
```

This problem occurs in the case in which a scoring is programmed or required, when the paper sheet is already finished, when you process paper sheets having a different length or in the case in which two paper sheets are picked together at the same time. In this last case, it will be necessary to adjust the air flow.

In case of jamming of the paper sheet, you have to press at the same time **STOP+F4** to extract it correctly.

```
“STOP: SCORING ERROR”
“SINGLE PACK”
“SHEET 0/20”
“Mn TEST”
```

This occurs when the scorings are set and entered out from the paper sheet width, or when the paper sheets are decentralized. In this case it will be necessary to adjust the position of the paper sheets on the inlet tray.

```
“STOP: DISTANCE ERROR”
“SINGLE PACK”
“SHEET 0/20”
“Mn TEST”
```

This alarm appears when the picked paper sheets are too near one to the other. In this case it will be necessary to adjust the paper sheet feeder.

```
“STOP: ERROR 01.00”
“SINGLE PACK”
“SHEET 0/20”
“Mn TEST”
```
This alarm appears when the feeding is low, because the electric tension is too low. It will be necessary to inform the skilled personnel and check that the mains, the section and the length of the cable are appropriate for the electric tension, which is required by the machine.

4.3.15 Messages of machine stop

“END PACK PAUSE 15”
“***************************”
“***************************”
“***************************”

This screen is visualized each time that, at the end of a package, a pause time before the automatic restarting of the cycle is entered. The value 15 decrease up to 0, then the machine starts again automatically.

“STOP: END PACK”
“***************************”
“***************************”
“***************************”

This screen is visualized when, in the package processing, it has been set that at the end of the paper feeding, the operating cycle is interrupted. If the machine is set on automatic restarting, it will start the cycle again after the set seconds.

“STOP: END WORK”
“***************************”
“***************************”
“***************************”

This screen is visualized when the operating cycle is concluded in the package or sheet processing. At the end of the work, the machine stops automatically and it will restart only on the zero-setting of the copy counter.

“GENERIC ALARM”
“***************************”
“***************************”
“***************************”
When you get this screen visualization, you have to follow all the reset operations, which are indicated here below:

- Cut off the electric power by the main switch (IG)
- Wait 20 seconds
- Habilitate again the electric power by the main switch and press START

In the case in which this alarm continues, it will be necessary to contact the specialized technicians of BACCIOTTINI GROUP S.r.l., who will give to you all the necessary explanations to solve the problems regarding the bad functioning.
4.4 Settings and adjustments for the operating cycle

Leaving out all the settings of the functioning parameters, that are managed by the digital panel, that is described in the initial part of the following chapter , we indicate here below a set of information that are necessary to carry out correctly the whole operating cycle with the scoring machine .

These information concern all the adjustments and the settings of the machine, to carry out correctly an operating cycle .

Such information, that will be described in a detailed way in the next paragraphs are indicated in the following list:

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<th>ADJUSTMENT TYPE</th>
</tr>
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<td>4.4.3</td>
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<td>4.4.9</td>
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</tr>
</tbody>
</table>

4.4.1 Adjustment of the setting in square

The adjustment of the setting in square of the centring movable shoulders , is effected by the adjusting handle, that is installed on the right end of the sheet feeding table. At the end of the adjustment, you have to lock the squares, by the locking handle, that is installed on the left end of the table.
4.4.2 Adjustment of the squares of the feeding table

The feeding table of the machine is composed of a supporting surface with two adjustable movables shoulders. Their adjustment changes according to the dimensional features of the processed sheets and is effected according to what is indicated in the picture:

1. Insert the sheets, to be processed, in a way approximately centred on the loading surface.
2. Lock the right contrast square, rotating the handle in clockwise direction.
3. Release the left square, rotating the handle in anti-clockwise direction.
4. Move the left square until reaching the sheets, to be processed.
5. Lock the left square by the handle, assuring that it is well aligned with the sheets.
6. Release the right square, in order to be able to move it lightly to leave a small clearance between it and the sheet, and then lock it again.
4.4.3 Adjustment of the collection tray

Each machine is equipped with two guide magnet shoulders to receive and to place in a linear way the discharged sheets, for this reason their disposition is subject to the assigned operator, that any way will have to position them in such a way to guarantee the alignment of the sheets coming out from the machine.

In addition to this, the lower part of the collection tray is equipped with a shoulder, whose extension can be duly adjusted, according to the different type of sizes, that the machine can accept, through a set of pre-arranged positions on the outlet tray.
In the case in which, you are processing bigger sizes, it is possible to take away and remove the plate, that is installed in the lower part under the bearing surface, letting it slide on the suitable hole, and operating on the locking butterflies. In this way, it is possible to duly adjust the shoulder by the further adjustments, that are present on the plate.

4.4.4 Adjustment of the paper detecting photocell

According to the type of material, to be processed, it is possible to adjust the intensity of the paper detecting photocell. The adjustment of the photocell is carried out by its control unit, that is installed below the sheet feeding table.

Before carrying out any adjustment on the photocell, it is necessary to contact Messrs. Bacciottini Group S.r.l., that will give all the necessary explanations for an optimal adjustment.

4.4.5 Adjustment of the blowing nozzles

The machine PIT-STOP AF SPEED, is equipped with a set of adjustable blowing nozzles, installed inside the movable shoulders on the feeding table, that allow a precise and quick alignment of the sheets, assuring short starting up times.

According to the type of material, to be processed, it is possible to enable or not the air outlet from the single nozzles and adjust correctly the flow intensity, operating by the adjusting handle.
4.4.6 Adjustment of the suctioning roller flow orientation

In the machine PIT-STOP DG-LINE the automatic feeding of the sheets is effected thanks to a picking system, made up by a suctioning roller. If necessary, it is possible to change the orientation of the suctioning flow, by the adjuster, which is located on the left side of the machine, as indicated in the picture.

4.4.7 Adjustment of the paper thickness

In the version with the automatic feeding, PIT-STOP AF SPEED, it is possible to adjust the thickness of the processing paper, operating by the handle, that is located near the digital control panel.

This adjustment must be carried out, unscrewing the locking handle and taking the block in touch with the processing paper sheet. By this system it is possible to avoid that the suctioning roller, during the picking up, takes and conveys more than one sheet each time.

4.4.8 Adjustment of the sheet collecting block

In the scoring machine PIT-STOP AF SPEED, it is possible to adjust the sheet collecting block, according to the thickness of the material to be processed. For this adjustment it is necessary to operate on the two adjusting screws, that are located behind the collecting block: to process “heavy” sheets, it is necessary to take the bar near the centre of the suctioning roller, instead, in the case of “light” sheets, the bar must be approached towards the scoring group.
4.4.9 Adjustment of the opening of the blowing flows

Stated forehand that the main adjustment of the flow is carried out by the pump, it is possible to have an additional adjustment of the flow intensity by the cocks on/off, that are located in the frontal part of the machine, in correspondence with the movable squares on the sheet feeding table.

On horizontal position, the cocks are closed, then the flow to the blowing unit is completely absent.

Rotating them in anti-clockwise direction, the air flows increase always more up to go out with the max. intensity, that is adjusted on the pump, when the cocks are on vertical position.
INTENTIONALLY EMPTY PAGE
CHAPTER 5

MAINTENANCE

5.1 Cleaning of the machine

The cleaning of the machine is a necessary operation to get an high life for all its elements and to guarantee the max. efficiency.

The area, where the dirtiness and the processing residuals are depositing, is surely the working surface as well as the material collection area, where you have to remove the dirtiness periodically to guarantee optimal working conditions of the machine.

In addition to this, the parts, for which the cleaning has a basic importance, are the segregated areas of the scoring machine, that, because of this reason, need a particular care by the maintenance operator.

It is possible that the dust and the processing wastes can fall down and accumulate around the machine. In this case it is necessary to program the cleaning of the floor, possible not in the production time schedule, during which the machine is surely running.

Do not use compressed air for the cleaning inside the electric boards, the dirtiness could deposit on the electronic devices or any way it could compacting in some areas.

It is necessary to use products, that are not injurious for the materials that are building the machine us, and the assigned operator must wear the following protection devices:

- Anti-cut protection gloves.
- Protection mask for the breathing organs
- Protective goggles

They must be chosen according to the indications of D.L. 04/12/95 N.475 or similar standards as per the Directive 686/89/CEE.

BEFORE BEGINNING ANY MAINTENANCE OPERATION YOU MUST CHECK THAT THE MACHINE IS STOPPED AND THE MAIN SWITCH IS ON “OFF”. 
5.1.1 Daily cleaning

You have to clean the working surface by air jets at low pressure and a brush, and you have to carry out at the end of the day the cleaning of the floor around the machine, above all to remove the processing wastes.

5.1.2 Cleaning each six months

Remove all the sheet guards and carry out a careful cleaning of all the components of the machine; if necessary you have to clean all the elements, that require a particular or a total disassembling, it is absolutely necessary to contact Messrs. Bacciottini Group S.r.l. before carrying out the intervention.

5.2 Maintenance

Periodically it is necessary to carry out some maintenance interventions, that allow to keep the machine in a perfect efficiency. These interventions, according to their difficult level, are divided in two main categories:

- Ordinary maintenance (carried out by the operator).
- Extraordinary maintenance (carried out only by skilled personnel).

The interventions of extraordinary maintenance must be communicated to Messrs. Bacciottini Group S.r.l., which will operate directly or which let you know who is the most qualified personnel, to solve it.

In the final part of the manual there are enclosed some forms, that, duly filled up and sent to Messrs. Bacciottini Group S.r.l. will allow them to judge, to inform and eventually to enable (without any discrimination) anybody who requires it, to carry out interventions, that otherwise could be carried out only by skilled technicians.

The filling up of these forms allow the technician of Messrs. Bacciottini Group S.r.l. to check the required intervention, to authorize the operator, that has to carry out and to train him, letting him know all the information and the eventual procedures, that are necessary to carry out the operation in total safety.

ANY TYPE OF MAINTENANCE INTERVENTION (ORDINARY OR EXTRAORDINARY) MUST BE CARRIED OUT WHEN THE ELECTRIC FEEDING SUPPLY IS CUT OFF.
5.2.1 Preliminary considerations

The machine must be subjected to checks and maintenance, to keep unchanged in the time the technical, production and safety conditions, that are foreseen by the manufacturer.

Referring to what we have just said, according to the exigencies that are connected with the machine, here below you find all the instructions and information on the necessary interventions, that must be carried out, separating the maintenance operations, that require a precise technical competence, or particular capacities, that must be carried out by qualified persons, and the simple maintenance operations and replacing of simple parts, that do not require any specific professional capacities and that can be carried out by the users.

The machine has been designed and manufactured to reduce at the min. the maintenance exigencies, any way the foreseen interventions and the periodical checks, must be carried out respecting the here below indicated directives, to be able to operate in the best safety conditions.

5.2.2 General rules

To keep the machine in perfect efficiency, you have to carry out the foreseen maintenance but it is also opportune to follow some simple general rules:

1. Clean the machine often from the dusty residuals of the paper and from the grease excesses in all its parts. Never use compressed air in the closed parts of the machine (electric boards, casings, side-frames etc.) that could the lifting of the dusts and the compacting of the dusts in the angles.

2. Keep the machine in order, avoiding to leave things and tools on the casings and above all on the working surfaces or on the collection trays. You have absolutely to avoid the electric boards as store area for accessories or for the cleaning products.

3. Keep always the integrity of the machine and avoid absolutely any type of modification in any part of it.

4. Possibly avoid all the repairs that are not completely executed and any way provisional, that because of the working “frenzy” could become usual or that are carried out by not skilled personnel.

5. You must avoid that metal parts can remain or deposit (for example as those that are coming from processing from the removal of the metal chips) on the working surfaces or on the collection trays since they could cause the damaging of the material to be processed and by the tool for the scoring/perforation/digital scoring.
5.2.3 Safety rules for the maintenance intervention

Since the checks and the consequent repair and maintenance operations can cause dangers for the personnel, because of the type of the process to be carried out and/or because of the position of the intervention area, it is necessary to supply to the end-users some warnings, information and instructions on the measures and on the caution to be followed, where necessary, in such a way that the operator can operate in complete safety conditions and he can avoid any type of accident risks.

A. Before the phases of check, maintenance or repair, you have always to operate the sectionalising devices, that are foreseen to cut off the electric power (main switch on the inspection door of the electric board or still better the main switch upstream the machine).

B. You have to adopt (if foreseen) the technical device, that is arranged to lock on “off” position the main electric switch by the suitable padlock.

C. If some intervention can or must be carried out when the electric feeling is “on”, you have to follow carefully the procedures that are foreseen and supplied by Messrs. Bacciottini Group S.r.l..

D. You have to pay attention to the tampering of the elements of the motorizations, such as motors, gearboxes, compressors as well as to the dissipators of some power electronic devices, since they could have residual thermic energies, that could cause burning.

E. Pay the max. caution and follow the directives that are contained in this manual during the operation for the replacement of the tool. During all this phase the assigned operators must wear the necessary individual protection devices and they must have the suitable tools and implements, that are foreseen for the intervention.

F. Before carrying out any operation of checking, maintenance and repair, you have to inform Messrs. Bacciottini Group S.r.l. about the intervention type, filling the forms, that are enclosed at the end of the manual.

5.3 Initial maintenance

After 24÷36 you have to carry out the following checks:

1. Tightening of the fastening/anchoring on the floor (if foreseen)
2. Tightening of the screws for the coupling of the different machine parts
5.4 Periodical maintenance

The periodical maintenance operations, that must be carried out, are indicated in the Table 5.1.

In addition to the here stated interventions, you have to carry out periodical checks of the correct running and functioning of the suctioning pump and the blowing of the version PIT STOP DG-LINE, for which anyway it is opportune to follow and respect the directives and the intervention modalities, that are indicated in the corresponding use and maintenance manuals.

<table>
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<tr>
<th>MAINTENANCE INTERVENTION</th>
<th>CHECK</th>
</tr>
</thead>
<tbody>
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<td>EVERY SIX MONTHS</td>
</tr>
<tr>
<td>Check of the transmission stretching</td>
<td>EVERY THREE MONTHS</td>
</tr>
<tr>
<td>Check of the air suctioning filter.</td>
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<tr>
<td>Check and replacement of the tool</td>
<td>ACCORDING TO THE OPERATOR</td>
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</tbody>
</table>

TABELLA 5.1

5.4.1 Check of the screws and bolts

The check to be carried out is exclusively a visual check and it is important to be sure about the integrity of the tightening of the coupling screws among the different parts or components of the machine as well as the correct anchoring and fastening of the bearing bases on the floor (if foreseen).

5.4.2 Check of the transmission stretching

The check to be carried out is only visual and it is to be sure that the transmission, when the belt is present in the movement of the tool, is transmitting correctly the motion to the interested sections. If you find anomalies in the transmission of the motion, it is necessary to remove the protection casings and to operate on the suitable adjusters to reset the initial conditions.

If the surface of the belt is worn, you have to replace it by another one, that has the same technical features. This operation is an operation of extraordinary maintenance, since it must be carried out by mechanics of Messrs. Bacciottini Group S.r.l. or by qualified personnel, of the Buyer’s Company, that has been selected according to what specified in the Paragraph 5.2.
5.4.3 Check of the air suctioning filter

In the lower part of the machine PIT-STOP DG-LINE there is a suctioning pump, which supplies the suctioning flow to the paper sheet feeding roller. The pump is equipped with a suctioning filter, which keeps the residuals of dust or fibres, contained in the air: these wastes, in the time, accumulate on the filter itself, obstructing the free air passage.

Therefore it is necessary to carry out an accurate cleaning of the filter every six months, or anyway, each time you have a reduction of the suctioning flow.

If you find a big quantity of residuals on the filter surface, you have to clean it carefully and eventually you have to disassemble it from its housing.

This operation must be carried out by mechanics of Messrs. Bacciottini Group S.r.l. or by internal qualified personnel of the Buyer, who has been selected, as specified in the Paragraphe 5.2.

5.4.4 Check and replacement of the tool

The check to be carried is a visual check and it is the checking, during the scoring operations, of the tool efficiency on the processed paper.

The operation for the replacement of the tool, is necessary when the action of the “folding”, in particular after long periods of use of the machine, is not any more according to the initial features (defects in the scoring, cutting of the paper sheet, irregular foldings, etc…) or more simply in the cases, in which, you need to carry out a processing that is different from the simple scoring, such as for example the operation of perforation, that must be carried out by the suitable tool.

This operation must be carried out exclusively by qualified personnel, of the Buyer’s Company, that has been selected according to what specified at the Paragraph 5.2., that must follow carefully what is indicated in the suitable procedure.
PROCEDURE FOR THE REPLACEMENT OF THE TOOL

1. Turn the main switch IG, that is installed on the inspection door of the machine, on “OFF” cutting off in this way the electrical feeding.

2. On the left side of the machine, you have to unscrew the four locking screws of the casing of the scoring group, and then remove it.

3. After having removed the casing, you have to unscrew the holding plate, that keeps the locking of the tool.

4. Insert the new tool according to the type of operation, that you wish to carry out.
5. Once you have set the tool completely in the seat of the scoring group, you have to lock it, putting and tightening the screw on the locking plate.

**ATTENTION!!** The locking plate avoids the slipping of the tool. If it is not fastened in the correct way, the tool could have transversal movements.

6. Then, after having turned the main switch on "**ON**", enabling in this way again the electric feeding of the machine, it is possible to restart the production cycle.

**MESSRS. BACCIOTTINI Group S.r.l. DECLINE ANY RESPONSIBILITY FOR DAMAGES TO PERSONS OR TO THINGS, THAT ARE CAUSED BY TE NO RESPECT OF THE ABOVE SAID RULES.**

**5.5 Extraordinary maintenance**

It concerns all the operations, that must be carried out on the machine, for which it is necessary to have the intervention of skilled personnel, authorized by Messrs. Bacciottini Group S.r.l.

- Replacement of any mechanical component
- Interventions on electrical or electronic devices
- Adjustment or modifications in the running

At the end of this volume there are some forms, that duly filled and sent to Messrs. Bacciottini Group S.r.l. allow, according to what specified in the **Paragraph 5.2**, the certificate of skilled and qualified personnel

It is necessary to specify that Messrs. Bacciottini Group S.r.l., deciding according to their opinion, reserve the right to issue this certificate to anybody, who explicitly requires it.

**ATTENTION! WE REMIND THAT ALL THE MAINTENANCE INTERVENTIONS (ORDINARY OR EXTRAORDINARY) MUST BE CARRIED OUT WHEN THE ELECTRIC FEEDING SUPPLY IS CUT OFF.**
CHAPTER 6

OUT OF SERVICE PROCEDURE AND DISMANTLING

6.1 Materials building the machine

The SCORING MACHINE Mod. PIT STOP DG-LINE is made up by the following materials, that are indicated in the Table 6.1:

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<th>STEEL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td>Working surface</td>
<td></td>
</tr>
<tr>
<td>Collection tray</td>
<td></td>
</tr>
<tr>
<td>Mechanical elements</td>
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<tr>
<td>SPECIAL STEEL</td>
<td></td>
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<tr>
<td>Tools and parts of the scoring group</td>
<td></td>
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<tr>
<td>PLASTIC MATERIAL</td>
<td></td>
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<td>Pneumatic elements</td>
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<td>Electrical elements</td>
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The motors are realized by material that has been chosen according to the rule IEC Publ. 34-1, the electrical circuits according to the EN 60204/1.

There are also some negligible quantities of motor oil and grease. These material do not cause any problem for the installation, the disassembling and the eventual demolition. If the machine is supplied out of the ITALIAN or of the EUROPEAN COMMUNITY area it is necessary to refer to the laws or to the decrees that regulate the disposal of the wastes that are foreseen in the installation Countries.

Before the disassembling you have to be sure that the machine has reached the ambient temperature, then you have to wait until the complete elimination of the heat, that has accumulated during the last working cycle.

6.2 Deactivation

Before carrying out the deactivation of the machine, you have to carry out the preliminary operations, that are indicated here below:

- Remove the tool according the procedure that is indicated in the Chapter 5 paragraph 5.4.3, putting it in a suitable sealed container, that has the indication of the content on the external side.

- Be sure that all the movable elements are locked in the corresponding resting positions, in the contrary case, you have to operate on the suitable stop controls.
• Be sure that all the controls (push buttons, selectors) regarding the driven elements are on the deactivation positions.

• Cut off the electric feeding by the main switch, that is installed on the electric board, and interrupt the connection of the electrical feeding line.

At this stage, you have to carry out the electrical deactivation by disconnecting the mains cables on the terminals of the electric board.

6.3 Disassembling and elimination

After having carried out the deactivation of the connections, as previously told, you carry out the disassembling of the machine, and for this operation, the operators must wear:

- Anti-cut gloves,
- Protective goggles,
- Protection helmets
- Shoes with anti-crashing points and anti-perforation soles

They must be chosen following the indications of D.L. 04/12/95 N.475 or similar standards according to the Directive 686/89/CEE.

The disassembling and elimination can be carried out only by skilled personnel, authorized by Messrs. Bacciottini Group S.r.l. according to what indicated in the paragraph 5.2 chapter 5.

For the lifting of the machine or of the separate components you must follow the modalities and the rules, that are indicated in the Chapter 2.

The disassembling and demolition of the machine must be effected out of the installation area and possibly in areas that are assigned to the disassembling and to the eventual storage of the parts.

This procedure regards only the parts that during the shipment can detach from the machine: paper guide magnet shoulders.

The machine does not have such high dimensions, that require a disassembling for an eventual transportation in an other production area or for its return to the original manufacturer, because of this reason the procedure for the dismantling will be supplied by Messrs. Bacciottini Group S.r.l. only in the case in which this intervention is necessary.
6.4 Elimination of the not reusable parts

If you carry out the dismantling of the machine, you have to separate the parts, that are not used any more from those that can be used again, considering that:

- The structural parts can be used again as material for the foundries or in the steel works, after having removed the parts in plastic material.
- The motorizations, the suctioning pump an the blowing pump, all the market trading mechanical parts and all the controls devices CAN BE RE-USED FOR OTHER APPLICATIONS.

We remind you that starting from the 13.8.2005 the wastes of electric and electronic devices (RAEE) cannot be treated as urban wastes but the producer of the RAEE wastes is obliged to effect a separate collection as per the Decree D.Lgs. 151/05 in actuations of the directives 2002/95/CE, 2002/96/CE and 2003/108/CE.

Laterally on the electric and electronic equipment there is a visible, readable and permanent symbol. This symbols advises the users that such machine and equipment cannot be treated as an urban waste, but that it is necessary to make a separate collection and that they must be disposed as per the Decree D.Lgs. 151/05 in actuation of the directives 2002/95/CE, 2002/96/CE and 2003/108/CE.

We remind that whoever effects an abusive disposal or treatment of RAEE wastes is punished by the actually in force Italian law with high pecuniary sanctions according to the committed violation.

On the purchase of a new electric and electronic equipment, in replacement of an equipment of equivalent type and assigned to the same functions of the new equipment, supplied by Messrs. Bacciottini Group S.r.l, the Buyer can give back the obsolete machine to Bacciottini, which will carry out the treatment operations according to the law.

ALL THE COMPONENTS, THAT ARE DISASSEMBLED FROM THE MACHINE, MUST BE TRANSPORTED INSIDE STORAGE AREAS, WHICH ARE USED AS STOCK. THESE AREAS MUST BE FORBIDDEN FOR THE PERSONNEL WITHOUT AUTHORIZATION AND ANY WAY EACH ELEMENT OR MOVABLE PART MUST BE WRAPPED AND FASTENED INSIDE ANTI-SHOCK WRAPPING

IT IS ABSOLUTELY IMPORTANT TO SHOW AND INDICATE THE CONTENT OF CARTONS, CASES OR ANY OTHER CONTAINER, SINCE EVERYBODY CAN BE CLEARLY AWARE OF THE CONTENT.

IN THE CASE OF STORAGE OF THE MACHINE BODY IN UNGUARDED PLACES, YOU HAVE TO DISASSEMBLE ALL THE PROJECTING PARTS OR THE MOVABLE ELEMENTS.
INTENTIONALLY EMPTY PAGE
CHAPTER 7

INSTRUCTIONS FOR THE EMERGENCY SITUATIONS

7.1 Fire-fighting modalities

To extinguish the fires that should occur near the machine, you have to use only power extinguishing substances; the means that are used for this must be located in an area that is easily accessible for the operator.

We recommend not to use water in any case for fire or for fire beginning on all the electrical parts (electrical board, control panels, wiring, etc.).

7.2 Fluid emissions

In cases of losses of fluids from any element of the machine, caused by a fault or by wear and tear, you must stop immediately the working cycle in execution and you have to cut off the feeding of the machine.

Before being able to start the machine again, it is necessary to repair or to replace the worn element and then you have to check its effective tightness.

We remind you that before carrying out any repairing intervention it is necessary to wear all the individual protection devices, that are:

- Anti-cut gloves,
- Protective goggles,
- Protection helmets
- Shoes with anti-crashing points and anti-perforation soles

They must be chosen following the indications of the D.L. 04/12/95 N.475 or similar standards, according to the Directive 686/89/CEE.
INTENTIONALLY EMPTY PAGE
CERTIFICATE OF SPECIALIZATION AND QUALIFICATION TO PERFORM OPERATIONS OF EXTRAORDINARY MAINTENANCE

The undersigned………………………………………………………………………………………… with the qualification of (1) …………………………………………………………………………………… declares that he has familiarized himself clearly and thoroughly with the following operation of extraordinary maintenance (2) ……………………………………………………………………………………………………………… dated (3) ………………………………………………. on the machine type……………………. N.F……………………………………… manufactured by Bacciottini Group s.r.l. by means of the following training activity:

- Training course at Bacciottini Group s.r.l.
- Training course on premises where machine is installed
- Reading the instructions in the manual
- Other (indicate: ……………………………………………………………………………………..) (Check the appropriate box)

whereby he has also learned of all the possible risks for his own health and safety and that of others, connected with the above operation of extraordinary maintenance.

DATE ______________ SIGNATURE __________________________

Bacciottini Group s.r.l. in view and in consideration of the above, having tested the professional skills of (1) ……………………………………………………………………………………………. (4) ………………………………………………………………………………………………………………………………………….. born in …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………. hereby certifies that he has obtained the qualification of specialized operator for the performance of the above described operation of extraordinary maintenance according to the rules of good workmanship and with all the necessary attention to precautions meant to safeguard his own health and safety and that of others.

Bacciottini Group s.r.l. issues this certificate for the personal use of the applicant and is not responsible for any damage to property and/or persons caused by autonomous operations deliberately carried out without observing the required procedures, safety regulations and rules of good workmanship.

DATE __________________ SIGNATURE __________________________

(1) indicate whether mechanic, laborer, etc.
(2) disassembly, replacement, repair and reassembly
(3) indicate which part of machine
(4) first and last name.
CERTIFICATE OF SPECIALIZATION AND QUALIFICATION 
TO PERFORM OPERATIONS OF EXTRAORDINARY MAINTENANCE

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