Standard PS-P61 Punch Stapler

Service Manual

Provided By

MyBinding.com
When Image Matters.
FOREWORD

Punch Staple

Model PS-P61

This manual is designed to help you to keep the machine in a good operating condition. Read, study and keep this manual in a safe and convenient place.

Do not perform any maintenance until you read and understand the instructions in this manual.

If you have questions regarding maintenance or this publication, please contact our service division.

The machine design and specifications are subject to change without notice.
Safety Instruction

1. Read and understand all safety instructions with a signal ⚠️ WARNING, and ⚠️ CAUTION. If safety instructions are ignored, personal injury will result.

2. HORIZON INTERNATIONAL INC. cannot anticipate every possible situation that might involve a potential hazard. The instruction in this manual are therefore not all inclusive.

3. Be sure to unplug the power cord when replacing the parts or repairing the machine.

4. Take care with the rotating parts when the machine is operated with the covers being opened.

5. Use the original HORIZON spare parts when replacing the parts.
I Necessary Tool for Maintenance and Repair

Use the following tools for maintenance and repair.

1. Screw Driver No. 2
2. Screw Driver 6 to 7 mm
3. Allen Wrenches 1.5, 2, 2.5, 3, 4, 5, and 6 mm
4. Open-ended Wrench 5.5 x 7 mm 8 x 10 13 x 17
5. Box Wrench 5.5 mm
6. Snap-ring Expander

II Signs and Abbreviations in This Manual

1. The following signs in this manual represent wire color.

<table>
<thead>
<tr>
<th>Sign</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Brown</td>
</tr>
<tr>
<td>R</td>
<td>Red</td>
</tr>
<tr>
<td>O</td>
<td>Orange</td>
</tr>
<tr>
<td>Y</td>
<td>Yellow</td>
</tr>
<tr>
<td>G</td>
<td>Green</td>
</tr>
<tr>
<td>B</td>
<td>Blue</td>
</tr>
<tr>
<td>V</td>
<td>Violet</td>
</tr>
<tr>
<td>H</td>
<td>Gray</td>
</tr>
<tr>
<td>W</td>
<td>White</td>
</tr>
<tr>
<td>D</td>
<td>Black</td>
</tr>
<tr>
<td>S</td>
<td>Transparent</td>
</tr>
</tbody>
</table>

2. The following abbreviations in this manual represent electronic and electrical parts.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL</td>
<td>Clutch</td>
</tr>
<tr>
<td>BK</td>
<td>Brake</td>
</tr>
<tr>
<td>SW</td>
<td>Switch</td>
</tr>
<tr>
<td>mSW</td>
<td>Microswitch</td>
</tr>
<tr>
<td>M</td>
<td>Motor</td>
</tr>
<tr>
<td>LED</td>
<td>Light Emitted Diode</td>
</tr>
<tr>
<td>VR</td>
<td>Potentiometer</td>
</tr>
<tr>
<td>RY</td>
<td>Relay</td>
</tr>
</tbody>
</table>
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# 1. PS-P61 Specifications

<table>
<thead>
<tr>
<th>Product</th>
<th>Staple and Punch Unit for QC-P8/P10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrated Model</td>
<td>QC-P8, QC-P10</td>
</tr>
</tbody>
</table>
| Jobs                         | A4 : Corner Staple, Top Staple, and other Side Corner Staple  
A3: Corner Staple            |
|                             | **NOTE** - Only corner staple can be done with optional punch.  
- Two hole punch (option) can be performed only on A4 size. |
|                             |                                      |
| Sheet Size with Operation Panel | A4 and A3                              |
|                             | **NOTE** - Sheet size must be within +,-0.5 mm.               |
|                             |                                      |
| Sheet Size                   | Width : Maximum 298 mm (11.8”)  
Minimum : 182 mm (7.2”)                  |
|                             | Length : Maximum 432 mm (17”)  
Minimum : 257 mm (10.2”)                   |
|                             | **NOTE** - Other side corner staple and top staple are limited in size. |
|                             |                                      |
| Sheet Quality                | Normal Paper                          |
|                             |                                      |
| Stapling and Punching Thickness | 10 Sheets of 135 gsm (36# Bond)     |
|                             |                                      |
| Sheet Thickness              | 53 to 135 gsm (16# Bond to 36# Bond) |
|                             |                                      |
| Optional Punch Capacity      | Up to 105 gsm of normal paper         |
|                             |                                      |
| Production Speed             | 25 Sets/min. (Corner Staple)          |
|                             | 15 Sets/min. (Top Staple, Other Side Corner Staple and Staple with Punch) |
|                             |                                      |
| Transport Method             | Connecting Section : Roller Transport |
|                             | Producing Section : Belts Transport   |
|                             |                                      |
| Detector                     | Sheet Jam, No Staple, Door, Staple Trouble, Punch Trouble, and Full Tray  
(LEDs illuminate on operation panel.) |
|                             |                                      |
| Counter                      | 4 digits (For Maintenance)            |
|                             |                                      |
| Drive                        | DC Motor : 3 x 24 V  
DC Solenoid : 4 x 24 V/35 W  
DC Motor : 1 x 24 V (with Punch) |
|                             |                                      |
| Power                        | 100 V  50/60 Hz,  115 V  60 Hz,  230 V  50 Hz |
|                             |                                      |
| Power Consumption            | 150 W                                 |
|                             |                                      |
| Machine Dimensions           | Tray Open : 1,115 x 562 x 582 mm (43.9” x 22.2” x 22.9”) |
|                             | Tray Close : 775 x 562 x 580 mm (30.6” x 22.2” x 22.9”) |
|                             |                                      |
| Machine Weight               | 77 kg (170 lb)                        |
2. Operation Overview

1. Pile sheets into bins and turn on power switch.
   - Staple unit will be reset if staple unit is not at home position before power is on.
   - LED conditions of operation panel
     Jog Guide    Illuminates at the current position. Not illuminates when irregular sheets are used.
     Staple Mode Illuminates at the angled side staple position.
     Punch       Not illuminates.
     Jog Time    1 time lamp illuminates.

2. Press option button on collator.
   - Option LED illuminates.
   - Gate in collator moves.

3. Set jog guides according to sheets.
   - LED in the selected sheet size illuminates.

4. Select required mode with staple mode button.
   - LED illuminates in different position as staple button is pressed.
     Staple unit moves to set position a few seconds after staple mode is selected.

NOTE
- In the case of other side corner staple or top staple, staple mode cannot be selected because of limited sheet size.
- In the case of staple with punch, staple mode cannot be selected because of limited sheet size.

5. Set receiving tray and receiving tray guide according to sheet size.

6. Press check button of collator twice. As collator starts, transport unit will transport a set of sheets. The set is stapled and/or punched and delivered to receiving tray.

7. Press start button of collator. Collator starts collating and sets of sheets are produced. When miss/double or other troubles happen on collator, collating job stops with LED illuminated.

   Collator’s Error:  Sheet jam, misfeed, and double feed are indicated on panel of collator.
   PS-P61’s Error   QC-P10 : Option error message is indicated on collator.
                     QC-P8 : Receiving tray lamp illuminates on collator.
                     PS-P61 : Monitor lamp illuminates.

8. When preset counter reaches to set number, collating stops and then transport unit stops.
   - In the case of the number of sets are not input in preset counter, collator stops because sheets run out, or because receiving tray of PS-P61 is full.
3. Sheet Flow

A. Corner Staple with A4 and A3 Sheet Size (8.5" x 11"/11" x 17")

1. A set of collated sheets are delivered to transport unit.
2. A set of sheets are transported by transport rollers and pass sheet feed detector.
3. Transport belt and forward roller transport a set of sheets to stopper.
4. Transport belt stops.
5. Jog solenoids is activated and jog sheets.
7. Delivery roller lowers and transport belt delivers a set of sheets to receiving tray.

B. Top Staple with A4 Sheet Size (8.5" x 11")

Staple unit moves to top staple position and is ready to staple. The procedures 1 to 6 are the same as A.

7. Delivery roller lowers and transport belt delivers a set to the second staple position.
8. Jog solenoids is activated and jog sheets.
9. Stapler staples sheets.
10. Transport belt delivers a set of sheets to receiving tray.

C. Other Side Corner Staple with A4 Sheet Size (8.5" x 11")

Staple unit moves to the other side corner staple position and is ready to staple. The rest procedures are the same as A.

D. Punch

The procedures 1 to 6 are the same as A.

7. Punch punches sheets.
8. Delivery roller lowers and transport belt delivers a set to receiving tray.
4. How to Remove Cover

- Front Cover (U)
- Rear Cover (L)
- B4-6BC (4 pcs)
- B4-8Zpan (4 pcs)
5. Sensors and Electronic Parts Descriptions

- **S/N 001001 to 099001**
  - Motor Driver
  - Transport Belt Motor
- **S/N 002901 to 008917**
  - Brake
  - Clutch
  - Sheet Feed Sensor
  - Pulse Sensor
  - Door Open Sensor Switch
  - Jog Solenoid 1
  - Sheet Jog Sensor
  - Counter
  - Jog Solenoid 2
  - Control P.C.B. (QPW-457)
  - Panel P.C.B. (QPW-458)
- **From S/N 100001**
  - Motor Driver
  - Transport Belt Motor
- **Transport Unit Motor**
- **Transport Unit Open Sensor**
- **Power Supply Box**
  (Switch, Power Supply (5 V and 24 V), Breakers)
- **Punch Unit (Motor and Reset Sensor)**
- **Staple Unit**
  (Motor, Reset Sensor and No Staple Sensor)
- **Stopper Sensor**
- **Full Tray (Receiver) P.C.B. (QPP-263A)**
- **Full Tray (Projector) P.C.B. (QPP-263A)**
- **Stopper Solenoid**
- **B4 Stopper Solenoid**
- **Transport Roller Solenoid**
6. Sensor Location and Descriptions

Jog Guide 1 Position Sensor
Staple Motor
Staple Home Position Sensor
Jog Guide 2 Position Sensor

Sketch of Staple Cabinet
7. Transport Belt Drive Descriptions

(1) Applied Serial Number: S/N from 002901 to 008917

(2) Applied Serial Number: S/N 001001 or up
8. Troubleshooting

A. Staple position (top staple) varies by more than 10 mm.

<table>
<thead>
<tr>
<th>(Cause)</th>
<th>(Remedy 1)</th>
<th>(Remedy 2)</th>
<th>(Remedy 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery roller does not lower enough and not deliver a set of sheets. Transport belt is dirty. Clearance between clutch and brake gets wider.</td>
<td>Adjust delivery roller so that it lowers enough. - Adjust solenoid so that delivery roller touches transport belt and spring is compressed about 1 mm when solenoid activates.</td>
<td>Clean transport belt with alcohol soaked cloth.</td>
<td>Check the clearance between clutch and brake. Standard clearance is 0.15 (+,-0.05) in both clutch and brake. Applied Serial Number : S/N from 002901 to 008917</td>
</tr>
</tbody>
</table>

B. When sheet jam 1 lamp illuminates.

<table>
<thead>
<tr>
<th>(Cause)</th>
<th>(Remedy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheets are jammed in transport unit or transport unit is open.</td>
<td>Open transport unit and remove jammed sheets. And close transport unit firmly.</td>
</tr>
</tbody>
</table>

C. When sheet jam 2 lamp/ sheet jam 3 lamp illuminates.

<table>
<thead>
<tr>
<th>(Cause)</th>
<th>(Remedy 1)</th>
<th>(Remedy 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheets are jammed in staple cabinet.</td>
<td>Press eject button.</td>
<td>Pull out staple cabinet and remove jammed sheets. In the case sheet jam 3 lamp illuminates, lift support guide unit and remove jammed sheets.</td>
</tr>
</tbody>
</table>

D. When punch trouble lamp flashes.

<table>
<thead>
<tr>
<th>(Cause)</th>
<th>(Remedy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punch unit is locked. Attention Punch Capability: up to 10 sheets of 105 gsm normal paper.</td>
<td>Turn off power switch of collator, then turn on again after a few seconds. Press eject button, open staple cabinet and remove jammed sheets.</td>
</tr>
</tbody>
</table>
### 8. Troubleshooting

#### E. When no staple/staple trouble lamp illuminates.

<table>
<thead>
<tr>
<th>Cause 1</th>
<th>Remedy 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out of staples.</td>
<td>Refill staples.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cause 2</th>
<th>Remedy 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staple unit head is not set on the proper position.</td>
<td>Press eject button to reset staple unit.</td>
</tr>
</tbody>
</table>

#### F. When no staple/staple trouble lamp flashes.

<table>
<thead>
<tr>
<th>Cause</th>
<th>Remedy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staple unit is locked because of staple jam.</td>
<td>Turn off power switch of collator, then open staple cabinet and remove jammed sheets or staples. Close staple cabinet, turn on power switch of collator and press eject button. Staple unit will be reset. Check for proper stapling by collating several sets (7 to 8 sets).</td>
</tr>
</tbody>
</table>

#### G. When door lamp illuminates.

<table>
<thead>
<tr>
<th>Cause</th>
<th>Remedy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staple cabinet or rear cover is open.</td>
<td>Close staple cabinet or rear cover.</td>
</tr>
</tbody>
</table>

#### H. When receiving tray lamp illuminates.

<table>
<thead>
<tr>
<th>Cause</th>
<th>Remedy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiving tray is full, or sheets are not delivered completely.</td>
<td>Remove sheets from receiving tray, or delivery area.</td>
</tr>
</tbody>
</table>

#### I. When sheets are delivered without stapling. (Collating Continues.)

<table>
<thead>
<tr>
<th>Cause</th>
<th>Remedy 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staples are not fed to stapling position in staple unit.</td>
<td>Set unnecessary sheets on bin, and check for proper stapling by collating several sets (7 to 8 sets).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Remedy 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open staple unit, pull up and release staple cartridge and clean staple feed roller with alcoholic soaked cloth.</td>
</tr>
</tbody>
</table>
8. Troubleshooting

J. When sheets are delivered without stapling. (Collating stops.)

<table>
<thead>
<tr>
<th>(Cause)</th>
<th>(Remedy 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collated sheets are not jogged neatly.</td>
<td>Open staple cabinet and check whether jog guide is positioned to sheet size properly.</td>
</tr>
</tbody>
</table>

(Remedy 2)
Straighten curled sheets, and fan them well.

(Remedy 3)
Press jog switch and select 2-time jog.

K. When circuit breaker trips.

(Remedy)
Turn off power switch of collator. Check inside of collator for obvious problems such as jammed sheets. If there is a problem, remove the cause. Reset circuit breaker a few minutes after turning off power switch. Push two left breakers to reset. Push up two right breakers to reset.
# 9. LED and Connector Descriptions on P.C.B.

![Control P.C.B. QPW457](image)

## LED Indication

<table>
<thead>
<tr>
<th>LED</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1</td>
<td>Staple Reset Position</td>
</tr>
<tr>
<td>L2</td>
<td>No Staple</td>
</tr>
<tr>
<td>L5</td>
<td>Punch Home Position</td>
</tr>
<tr>
<td>L6</td>
<td>No Starting PS-P61</td>
</tr>
<tr>
<td>L7</td>
<td>Staple/Punch</td>
</tr>
<tr>
<td>L8</td>
<td>Staple Home Position</td>
</tr>
<tr>
<td>L9</td>
<td>Not Used</td>
</tr>
<tr>
<td>L10</td>
<td>Transport Unit Open Sensor</td>
</tr>
<tr>
<td>L11</td>
<td>Not Used</td>
</tr>
<tr>
<td>L12</td>
<td>Sheet Feed Sensor</td>
</tr>
<tr>
<td>L13</td>
<td>Sheet Jog Sensor</td>
</tr>
<tr>
<td>L14</td>
<td>Stopper Sensor</td>
</tr>
<tr>
<td>L15</td>
<td>Staple Cabinet Rear Cover Open</td>
</tr>
<tr>
<td>L16</td>
<td>Staple Mode Button</td>
</tr>
<tr>
<td>L17</td>
<td>Eject Button</td>
</tr>
<tr>
<td>L18</td>
<td>Jog Button</td>
</tr>
<tr>
<td>L19</td>
<td>Punch Button</td>
</tr>
</tbody>
</table>

| Illuminates at the reset position. |
| Illuminates when staples remain in cartridge. |
| Illuminates at the home position. |
| Illuminates when PS-P61 cannot start. |
| Illuminates when punch is selected. |
| Illuminates at home position. |
| Illuminates when transport unit is closed. |
| Illuminates when no sheets under sensor. |
| Illuminates when no sheets over sensor. |
| Illuminates when no sheets over stopper. |
| Illuminates when cover is open. |
| Illuminates when button is pressed. |
| Illuminates when button is pressed. |
| Illuminates when button is pressed. |

## Connector

<table>
<thead>
<tr>
<th>Connector</th>
<th>Description</th>
<th>Connector</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CON1</td>
<td>To Staple Unit</td>
<td>CON7</td>
<td>To Punch Unit</td>
</tr>
<tr>
<td>CON2</td>
<td>To Sheet Size Sensor and Panel P.C.B.</td>
<td>CON8</td>
<td>To Connector which connects Collator</td>
</tr>
<tr>
<td>CON3</td>
<td>To Solenoids and Transport Motor</td>
<td>CON9</td>
<td>To Power Supply 5V 24V</td>
</tr>
<tr>
<td>CON4</td>
<td>To Sensors</td>
<td>CON10</td>
<td>To Panel P.C.B. Switch</td>
</tr>
<tr>
<td>CON5</td>
<td>To Transport Roller Solenoid and B4 Stopper</td>
<td>CON11</td>
<td>To Sensors</td>
</tr>
<tr>
<td>CON6</td>
<td>To Indicate Panel P.C.B LED</td>
<td>CON12</td>
<td>To Staple Motor, Clutch, Blake and Pulse Sensor</td>
</tr>
</tbody>
</table>

11. Power & Signal Line Diagram

Applied Serial Number: SN 001001 or up
12. Panel Sensor Line Diagram

To Control P.C.B. QPW457

Indication P.C.B. QPW458
13. Staple Unit Inside Line Diagram

View from Arrow Mark (Leading Cable)

Side View of Staple Unit

Connector QR/P1-12P-C
15. Power Supply Line Diagram
16. Punch Unit and Sensor

Sheet Sensor  
EE-SPY-302

Stopper Sensor

†5V OUT COM

SMR-03V-B
17. Timing Chart 1

In Collating
Collating Error
No Starting PS-P61
Staple/Punch
Sheet Feed Sensor
Sheet Jog Sensor
Stopper Sensor
Sheet Hold Solenoid
Stopper Solenoid
Sheet Jog Solenoid 1
Sheet Jog Solenoid 2
Transport Belt
Sheet Feed Motor
Staple
Punch
No Staple Monitor

Sheet Jog Condition Check
Sheets are ejected. 700mS
300mS
500mS
700mS
700mS
700mS
700mS
300mS
700mS
300mS
700mS
500mS
700mS

Unneatly Jogged Sheets
Unneatly Jogged Sheet Check
700mS
700mS
700mS
700mS
700mS
700mS

No Starting Output
6-second Output

Side Staple Correct Function
Unneatly Jogged Sheets / Option Error
In Collating
No Starting PS-P61
Sheet Feed Sensor
Sheet Jog Sensor
Stopper Sensor
Trans. Roller Solenoid
Stopper Solenoid
Sheet Jog Solenoid 1
Sheet Jog Solenoid 2
Transport Belt
Sheet Feed Motor
Staple
Punch
No Staple Monitor
Clutch
B4 Stopper

Top Staple Correct Function

The timing is different according to sheet size.

When staple lock timer is not reset in one second or punch is not reset in two seconds, each motor stops and nostaple monitor flashes.

No Starting PS-P61
No Starting Output
Sheet Jog Condition Check
About 250mS
Top Staple Correct Function

Staple Lock Timer
For 2 Seconds
No-staple monitor illuminates.

(18. Timing Chart 2
Applied Serial Number: S/N from 002901 to 008917)
19. Timing Chart 2

( Applied Serial Number : S/N 001001 or up )

For ROM ver. 3.21 or above, transport roller does not hold sheets before second stitching.

The timing is different according to sheet size.

When staple lock timer is not reset in one second or punch is not reset in two seconds, each motor stops and no staple monitor flashes.

Top Staple Correct Function

Punch Lock / Option Error

No Staple Monitor illuminates.

No Starting Output

No Starting PS-P61

Sheet Feed Sensor

Sheet Jog Sensor

Stopper Sensor

Trans. Roller Solenoid

Stopper Solenoid

Sheet Jog Solenoid 1

Sheet Jog Solenoid 2

Transport Belt

Sheet Feed Motor

Staple

Punch

No Simple Monitor

B4 Stopper
20. Timing Chart 3  (Applied Serial Number : S/N from 002901 to 008917)

In Collating  
Sheet Feed Sensor

Sheet Jog Sensor

Stopper Sensor

Trans. Roller Solenoid  700mS

Stopper Solenoid

Sheet Jog Solenoid 1  300mS

Sheet Jog Solenoid 2  300mS

Transport Belt  500mS  700mS

Sheet Feed Motor

Staple  About 250mS

Punch

No Staple Monitor

Clutch

B4 Stopper

B4 Other Side Corner Staple Correct Function
21. Timing Chart 3  (Applied Serial Number : S/N 001001 or up )

---

In Collating

Sheet Feed Sensor

Sheet Jog Sensor

Stopper Sensor

Trans. Roller Solenoid

Stopper Solenoid

Sheet Jog Solenoid 1

Sheet Jog Solenoid 2

Transport Belt

Sheet Feed Motor

Staple

Punch

No Staple Monitor

B4 Stopper

Sheet Jog Condition Check

700mS

300mS

500mS

700mS

About 250mS

B4 Other Side Corner Staple Correct Function
22. Check Mode

1. Staple Unit Check Mode
   - Turn on power with eject button pressed.
   - Every time eject button is pressed, staple works.
   - Lock sensor works during check mode. If staple lock continues for more than 1 second, staple motor stops and staple trouble lamp on monitor flashes.

2. Punch Unit Check Mode
   - Turn on power with eject button pressed.
   - Press staple mode switch to select "corner staple 0".
   - Every time eject button is pressed, punch works.

   NOTE
   - Operate punch unit with 3 to 4 seconds intervals. Otherwise, motor or controller may be broken. Lock sensor works during check mode. If punch lock continues for more than 2 seconds, punch motor stops and punch trouble lamp on monitor flashes.

3. Check on Complete Functions
   - Turn on power with staple mode button and eject button pressed at the same time. And complete function of PS-P61 will work successively except punch.

   NOTE
   - Operating PS-P61 with staple cartridge in check mode may cause staple jam. When operating in check mode, remove staple cartridge or insert sheets into staple section.

   - When each of monitor lamp flashes, PS-P61 does not work. Turn off power and turn on again.

   - Check mode does not reset until power is turned off. Turn on again when collating job is started.