

TOPPY

Manufacturer:.....TOPPY s.r.l.

Machine type:..... TOPPY GRAVITY Pallet dispenser

Serial number:

Year of manufacture:.....2021

INSTRUCTION MANUAL



TRANSLATION OF THE ORIGINAL
INSTRUCTIONS



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0 INTRODUCTION

0.0 Foreword

Dear Customer,
we would like to draw your attention to the technological quality of the machines you have purchased from the MANUFACTURER.

Our Technical Support and Spare Parts department has been further strengthened to serve our customers better.

Only the use of original spare parts and the intervention of our qualified personnel will ensure that our machines remain in top working condition.

We would therefore advise you to entrust the maintenance of machines made by the MANUFACTURER EXCLUSIVELY to our Technical Support and Spare Parts department.

In fact, having maintenance of machines made by the MANUFACTURER carried out by unauthorised technicians or using NON-ORIGINAL spare parts will immediately render null and void the MANUFACTURER'S warranty and technical support obligations.

We are sure that you will understand the technical importance of complying with the aforementioned rules, which are intended to prevent unpleasant situations, especially for our customers.

We remain at your disposal and take this opportunity to offer you our kind regards.

TOPPY s.r.l.

0.1 How to read and use the instruction manual

0.1.1 Importance of the manual

This INSTRUCTION MANUAL is your guide to INSTALLATION, OPERATION and MAINTENANCE of your machine.

We recommend carefully observing all the recommendations contained in it, since proper operation and the service life of the machine depend on using it correctly and methodically applying the maintenance rules described below.

Remember that the CUSTOMER SUPPORT DEPARTMENT is at your complete disposal for clarifications or to take action if you have any difficulties or issues.

The MANUFACTURER shall therefore not be held liable for incorrect use or inadequate maintenance of the machine.

Consider the INSTRUCTION MANUAL as an integral part of the product. Keep this manual for the entire service life of the machine.

The MANUFACTURER reserves the right to make changes in order to improve its machines without notice.

Make sure that any amendments received are incorporated into the text. Give the manual to any other machine users or subsequent owners.

0.1.2 Keeping the manual

Use the manual in a way that does not damage all or part of its contents. Do not remove, tear or rewrite parts of the manual for any reason. Keep the manual in an area protected from moisture and heat.

0.1.3 Consulting the manual

This instruction manual is composed of:

- Cover with machine identification
- Contents
- Instructions and/or notes on the machine
- Annexes

Refer to the COVER to find the machine model covered in the manual, and the serial number of your machine.

Refer to the CONTENTS to find the CHAPTER and PARAGRAPH that contains all the notes relating to a specific topic.

All the INSTRUCTIONS AND/OR NOTES ON THE MACHINE serve to provide safety warnings, correct procedures and operating qualifications needed to ensure correct machine operation.

The ANNEXES at the end of the manual are an integral part of it.

0.1.4 Copyright

This manual contains confidential industrial information that is the property of the MANUFACTURER. All rights are reserved and may be protected by Copyright and by other property laws and treaties.

Reproduction, in whole or in part, of the texts and illustrations in this instruction manual without written permission from the MANUFACTURER is prohibited.

0.1.5 Information about the images and contents

The images in this manual are provided as examples to make the description of the topic clearer. The manufacturer may change this documentation without notice, but the information on safe use is guaranteed in any case.

0.1.6 Updating the instruction manual

Without prejudice to the essential features of the machine type described, the manufacturer reserves the right to make any future changes to components, details and accessories that it considers convenient to improve the product, or for requirements of a constructional or commercial nature.

0.1.7 Symbols - meanings and uses

Some symbols are used in this manual to draw the reader's attention and highlight aspects that are especially important to the topic.



Hazard

This indicates a hazard that poses a risk of injury or death.

Failure to observe warnings marked with this symbol may result in a serious safety hazard to the operator and/or exposed persons.



Warning

This indicates a hazard that poses a risk of damaging the machine or the product being processed.

Failure to observe warnings marked with this symbol may result in a machine malfunction or damage.



Information

This indicates notes and advice for practical use of the machine in its various operating modes.

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1 GENERAL INFORMATION

1.1 Information about machine technical and maintenance support

Remember that our support department is at your complete disposal to solve any problems that may arise, or to provide any information you may need.

If you need clarifications, contact:

TOPPY S.r.l.
Via Muzza Spadetta, 18
40053 Val Samoggia
Loc. Bazzano (BO) ITALY
Tel. (+39) 051.833701
info@toppy.it

Only the use of original spare parts will ensure that our machines remain in top working condition.

We would therefore recommend strictly following the instructions in the MAINTENANCE AND REPAIRS chapter and using ONLY spare parts that come with a warranty.

In fact, if machines made by the MANUFACTURER undergo maintenance that does not comply with the instructions given or using spare parts that do not come with the MANUFACTURER'S warranty, the manufacturer shall not be held liable for operator safety or defective machine operation.

1.2 General safety warnings

DO NOT:

- work on moving parts;
- start the work cycle without first checking that there is nobody working on the machines. Ensure that start-up is not hazardous for the machines or nearby people. Before powering up, ensure there are no foreign objects (screwdrivers, spanners, screws, etc.) on the machines and that adjusted or replaced parts are fastened securely;
- bypass safety systems or remove guards. Only remove guards for maintenance or adjustments, and keep the proper distance away from moving parts;
- use the machines for anything other than the intended use described in this manual and in the purchase agreement;
- tamper with or remove safety signs on the machine;
- allow unauthorised personnel to work on the machine;
- change the data on the identification plate;
- modify the machines without authorisation from the manufacturer;
- operate or adjust the control equipment or instruments applied to the machines without authorisation or without knowing how they operate;
- operate the machines when faulty;
- throw water on components or the stacker;
- operate the system without first checking that all operations are performed normally cycle by cycle.

DO:

- carefully read this manual before proceeding with installation, starting, use or maintenance procedures, or any other work on other machine. All operators must be aware of the warnings pertaining to them and the pictograms (adhesive signs) applied to the machines;
- only expressly authorised personnel may work on the system;
- ensure any conditions that pose a safety hazard have been properly eliminated before using the machine;
- check that there are no foreign objects in the operator's area. The work area and aisles where operators stand must be free of obstacles, clean and well lit;
- keep the safety systems in good working condition;
- Do not neglect unusual odours or noises;
- wear suitable personal protective equipment (PPE) when required;

1.3 Safety signs

The safety signs described in this manual are applied to appropriate points on the machine structure. They indicate potentially hazardous situations due to residual risks.

Adhesive signs indicate areas where there are risks to the personnel involved. Take great care when near such signs.

Keep the adhesive signs on the machine clean and legible.

Do not remove fixed protective guards.

Do not transit or stand in areas where there are moving parts.

Read the instruction manual carefully before working on the machine. Lifting points for lifting and handling with a forklift truck.

Remove the machine drive mechanism before starting maintenance or repair work.

Position the machine as established when placing the order, otherwise the manufacturer shall not be held liable for any problems that may arise.

Only appropriately qualified expert OPERATORS may transport or use the line, or carry out routine and unscheduled maintenance on it.

Keep this manual and all attached publications in an accessible place that is known to all operators.

Any use and maintenance procedures related to commercial components in the machine not described in this manual can be found in the relevant publications attached hereto.

Pursuant to Directive 2006/42 EC and subsequent amendments, the following definitions apply:

- “OPERATOR” means the person or persons installing, operating, adjusting, maintaining, cleaning, repairing or moving machinery;
- “DANGER ZONE” means any zone within and/or around machinery in which a person is subject to a risk to his health or safety;
- “EXPOSED PERSON” means any person wholly or partially in a danger zone.
- The lighting provided by the manufacturer must not cause any shadow zones, troublesome glare or hazardous strobe effects in the room housing the machine.

- The machine may operate in an indoor area with an ambient temperature from +5 °C to +50 °C.
- ONLY QUALIFIED PERSONNEL may use the machine, with the NUMBER OF OPERATORS SPECIFIED FOR EACH PROCEDURE described in this manual.
- As the operator, you must be fully aware of the position and operation of all controls and machine features before starting work. Check all safety devices on the machine daily.
- Before starting the processing cycle, make sure that there are no EXPOSED PERSONS IN THE DANGER ZONE.
- When operating the machine or carrying out maintenance on it, wear suitable CLOTHING for the work environment and the current situation. Specifically, do not wear baggy clothing, chains, bracelets or anything else that could catch in moving parts.
- Keep the operator work areas clear and free of any oily residues.
- Never operate the machine with the fixed and/or movable guards removed.
- Never disable the safety devices installed on the machine.
- When carrying out adjustments in reduced safety conditions, do so alone and prevent unauthorised access to the machine.



FOLLOW THE INSTRUCTIONS GIVEN IN CHAPTER 6 “MAINTENANCE” WHILE CARRYING OUT ANY MAINTENANCE, REPAIR OR ADJUSTMENT PROCEDURES.

Reinstate the guards on the machine as soon as possible after carrying out adjustments in reduced safety conditions.

Do not modify machine parts (such as fittings, holes, finishes, etc.) in order to adapt it for additional devices. Anyone carrying out work of any kind shall be fully liable for the consequences unless it was authorised in writing by the manufacturer. We therefore recommend asking the CUSTOMER SUPPORT DEPARTMENT for any modifications.

1.4 Airborne noise specification

The sound power level was measured to be lower than 80 dB(A) Leq. with a tolerance of ± 0.8 dB(A).

This value is the sound power level of the machines alone, which may not be equal to the sound level to which the operators are exposed during production in the plant. Consequently, a definitive measurement must be made at the installation site during the production cycle to assess whether operators need to adopt protective measures.

1.5 Number and type of operators

1.5.1 Number of operators

The MANUFACTURER has carefully and thoroughly analysed the procedures described in this manual for each stage of the machine life cycle. Therefore, the number of operators indicated (for each of them) is the appropriate number to carry out the procedure in an optimal manner.

Using a lower or higher number of operators could compromise the desired result or expose the personnel involved to safety hazards.

1.5.2 Operator qualifications

For each procedure described herein, there are one or more operators classified as follows:

- **FIRST LEVEL MACHINE OPERATORS (QUALIFICATION 0.1)**

Personnel who carry out basic tasks, i.e. operating the machine using the controls on the control panel, as well as loading and unloading the materials used during production, with the guards installed and active (THEY ARE NOT AUTHORISED TO USE THE MACHINE IN JOG MODE WITH THE GUARDS OPEN);

- **MECHANICAL MAINTENANCE TECHNICIANS (QUALIFICATION 1)**

Qualified technician able to operate the machine in normal conditions, operate it in JOG mode with the guards disabled, and work on mechanical parts to carry out all necessary adjustments, maintenance and repairs.

Mechanical maintenance technicians are not authorised to work on live electrical systems;

- **ELECTRICAL MAINTENANCE TECHNICIANS (QUALIFICATION 2) (not applicable)**

Qualified technician able to operate the machine in normal conditions, operate it in JOG mode with the guards disabled, and carry out all necessary adjustments, maintenance and repairs of an electrical nature.

They can work on live cabinets and junction boxes.

- **MANUFACTURER'S TECHNICIANS (QUALIFICATION 3)**

Qualified technician provided by the manufacturer to carry out complex procedures in special situations or in any case when agreed with the user.

1.6 Danger zones

Area (1) identifies the danger zones of the TOPPY GRAVITY system.
Do not stand in area (1) during processing.

1.7 Operator work area

The area (2) identifies the operator work area during loading and unloading.

1.8 Machine state

“STATE” means the operating mode (RUN, AUTOMATIC, JOG, MANUAL, STOP IN PHASE, EMERGENCY STOP, etc.) and the condition of the safety devices on the machine. The TOPPY GRAVITY pallet stacker system does not require any kind of power supply and is intended to work in manual mode only.

Levers are provided on the side of the machine to select the operating mode:

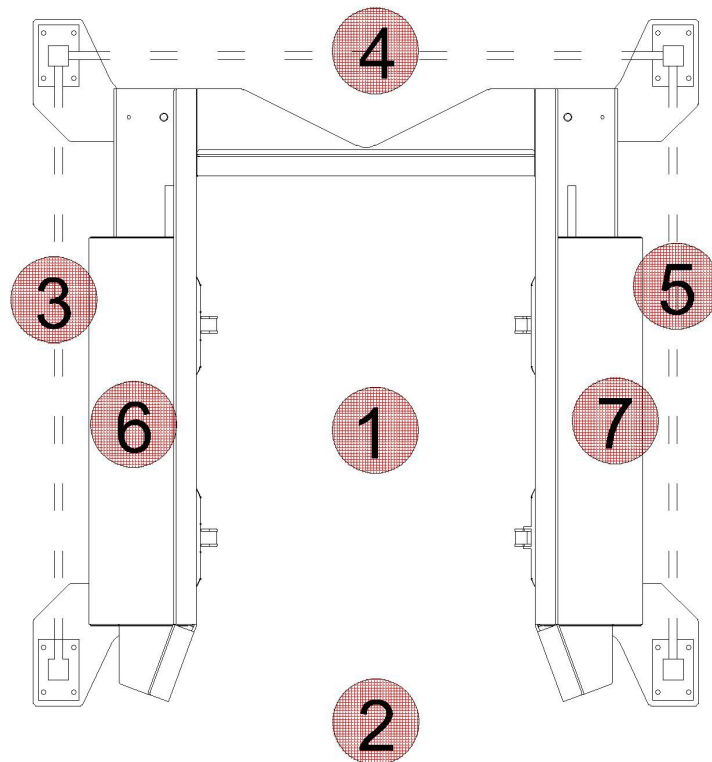
- Pallet loading mode.
- Pallet unloading mode.

1.9 Safety system

The TOPPY GRAVITY pallet stacker system has perimeter safety fences around areas (3) - (4) - (5).

Moreover, internal mechanisms are protected by safety guards (6) and (7).

Do not remove the perimeter fences or safety guards.

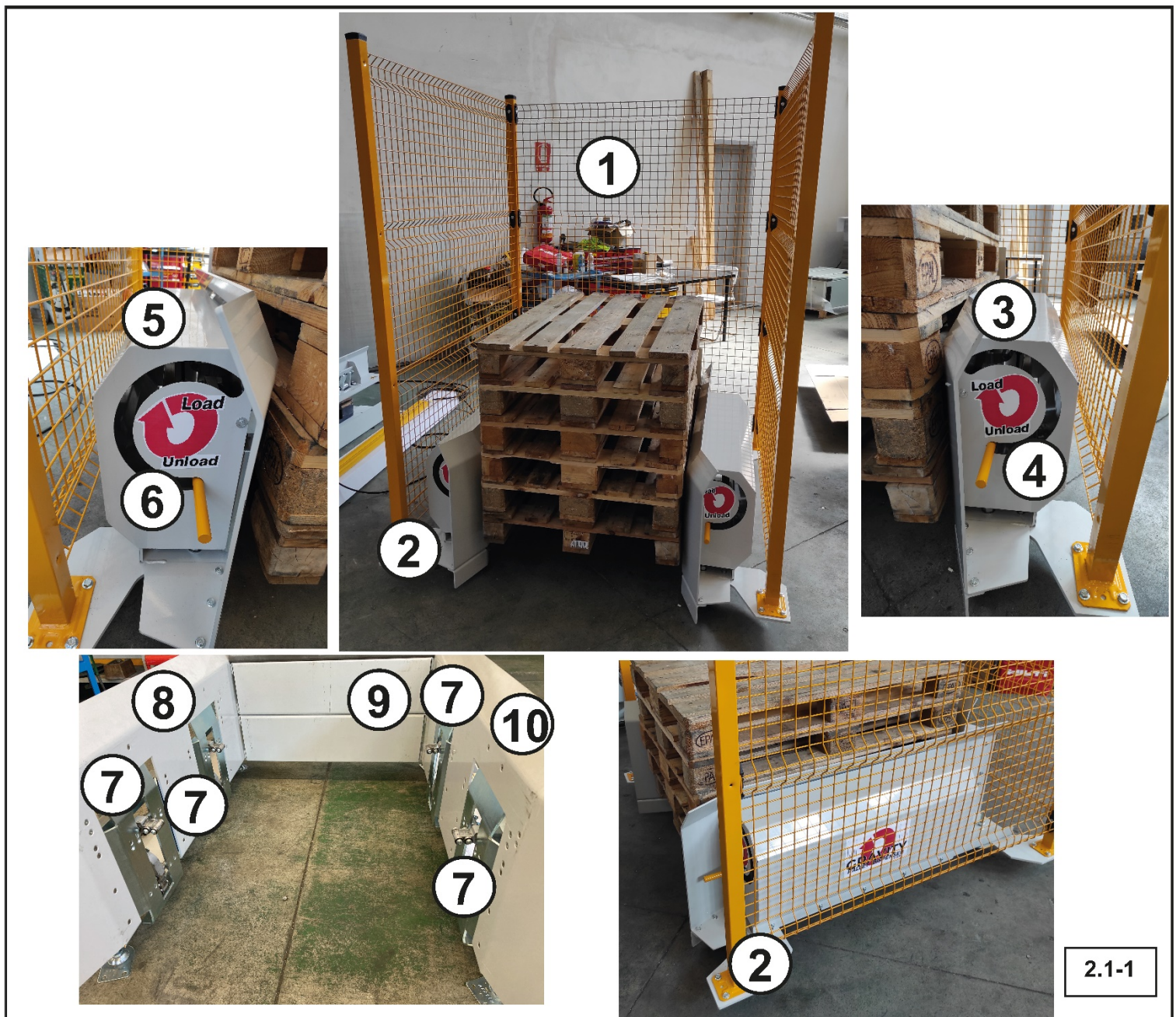


2 TOPPY GRAVITY INFORMATION

2. Topy gravity - Main parts

The TOPPY GRAVITY pallet stacker is composed of the following parts:

- 1 Perimeter safety fence
- 2 Machine base consisting of a frame
- 8 – 10 Side area and frame
- 9 Front area
- 3 – 5 Protective guard for the internal mechanisms
- 4 – 6 Control lever to select loading/unloading operating mode
- 7 Pallet clamping unit.



2.1-1

2.2 Using the pallet stacker

- PALLET LOADING PROCEDURE

1. Turn the two control levers upwards to select the operating mode.

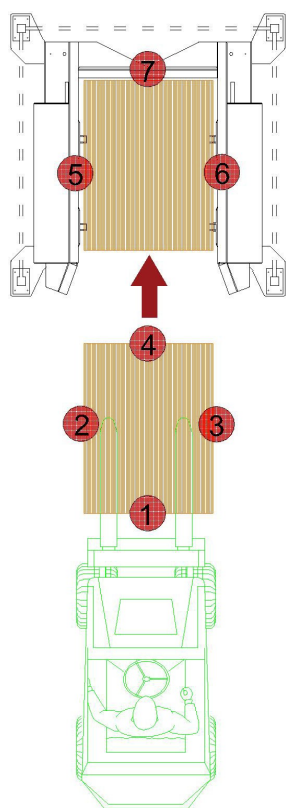
Select the "LOAD" operating mode. Make sure that both control levers are positioned correctly.

2. Use a forklift/pallet truck to position the pallet to be loaded. Check that the pallet is clamped correctly on the side (1) and position the pallet to be loaded in the pallet stacker:

- The pallet must be positioned under the clamping devices located on the sides of the pallet stacker.

Do not position the pallet above the clamping devices.

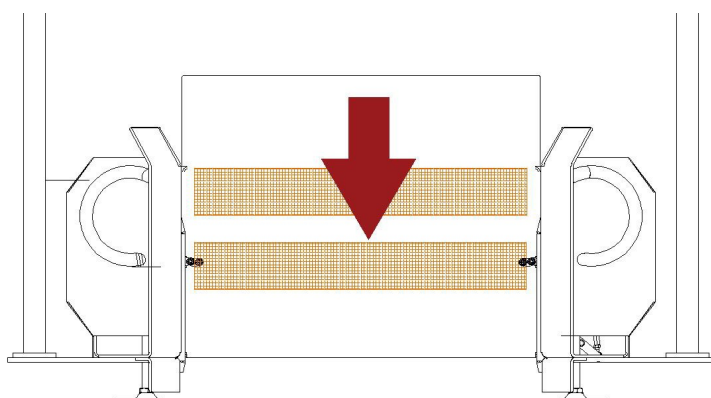
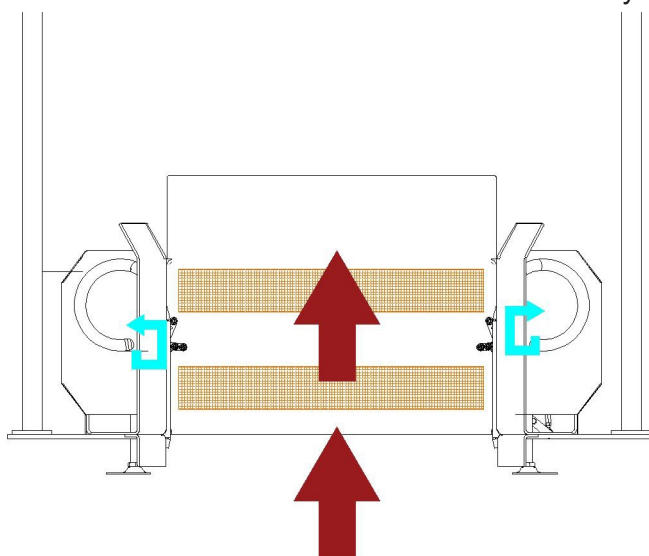
- Check that the pallet is aligned correctly: the side (4) of the pallet must be in contact with the frame (7) of the pallet stacker, while the sides (2) and (3) of the pallet must not touch the frames (5) and (6) of the pallet stacker.



3. Raise the forklift truck forks to turn the clamping devices. Turning the devices will create a slight "click".

4. Lower the forklift truck forks. The pallet is now clamped.

5. Withdraw the forklift truck forks and move away from the area.

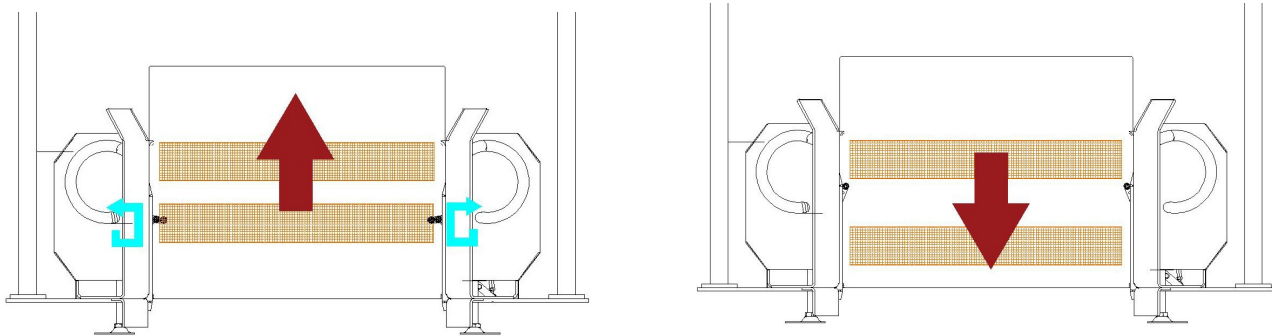


Position a single pallet in each cycle.

Do not position stacked pallets simultaneously.

- PALLET UNLOADING PROCEDURE

1. Turn the two control levers downwards to select the operating mode. Select the "UNLOAD" operating mode. Make sure that both control levers are positioned correctly.
2. Use a forklift/pallet truck to remove the pallet. Check that the pallet is clamped correctly on the side (1). Remove the last pallet in the stack (bottom position).
3. Raise the forklift truck forks to turn the clamping devices.
Turning the devices will create a slight "click". The pallet is now released.
4. Lower the forklift truck forks. The pallet to be removed must be positioned under the clamping devices located on the sides of the stacker. The next pallet in the stack is now clamped.
5. Remove the pallet and check that it is aligned correctly:
the sides (2) and (3) of the pallet must not touch the frames (5) and (6) of the pallet stacker.

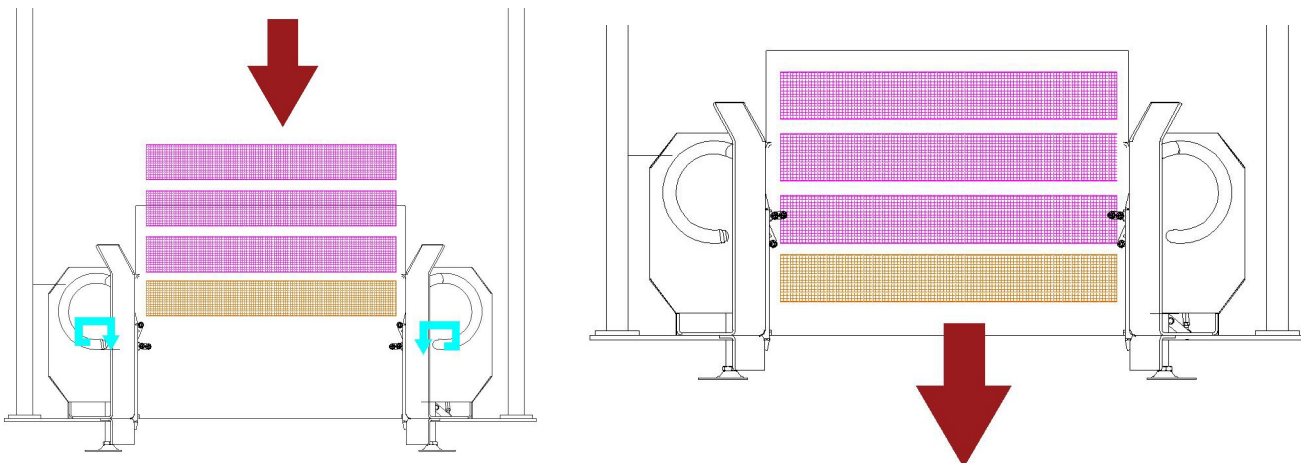


Remove a single pallet in each cycle. Do not remove stacked pallets.

2.2-2

- PALLET STACK LOADING PROCEDURE

1. Turn the two control levers downwards to select the operating mode. Select the "UNLOAD" operating mode. Make sure that both control levers are positioned correctly.
2. Use a forklift/pallet truck to position the pallet stack. Check that the last pallet in the stack (bottom position) is clamped correctly on the side (1). Position the last pallet in the stack on the pallet clamping device (the pallet must be positioned over the clamping pin) and lower the forklift/pallet truck forks.
3. Turning the devices will create a slight "click". The second pallet in the stack is now clamped, while the last pallet is released. Remove the last pallet in the stack and check that it is aligned correctly: the sides (2) and (3) must not touch the frames (5) and (6) of the pallet stacker. Check that the pallets are stacked correctly before carrying out the storage procedure. Check that the pallet is aligned correctly during the loading procedure:
the side (4) of the pallet must be in contact with the frame (7) of the pallet stacker, while the sides (2) and (3) of the pallet must not touch the frames (5) and (6) of the pallet stacker.



2.2-3

- PALLET RELEASE PROCEDURE WHEN POSITIONED INCORRECTLY

1. Turn the two control levers downwards to select the operating mode. Select the “UNLOAD” operating mode. Make sure that both control levers are positioned correctly.
2. Insert the forklift truck forks into the pallet and raise them to free the pallet from the pallet clamping device.

Turning the devices will create a slight “click”. The pallet/stack is now released. Repeat the loading procedure.

2.3 Technical specifications

Maximum load capacity: 300 kg - Maximum number of pallets: 12



DO NOT GO BEYOND THE VALUES DESCRIBED IN THE TECHNICAL SPECIFICATION. ANY OTHER UNINTENDED USE IS "NOT ALLOWED" SINCE IT IS NOT COMPLIANT WITH TECHNICAL AND DESIGN SPECIFICATION.



IF IN DOUBT OR FOR DIFFERENT PROCESSES, CONTACT THE MANUFACTURER.



2.4 Intended use

Use the machine in accordance with the manufacturer's specifications (technical specifications, safety instructions, etc.), especially those related to safety procedures during maintenance and correct machine use (see paragraph 2.4 INTENDED USE in the line manual).



**DO NOT TAMPER, MODIFY, OR ADD ANY MECHANICAL OR ELECTRICAL COMPONENTS WITHOUT PRIOR WRITTEN AUTHORISATION.
ONLY CARRY OUT PROCEDURES WHEN EXPRESSLY INSTRUCTED BY THE CUSTOMER/USER.**

3 TRANSPORT - HANDLING - STORAGE

3.0 General warnings

See point 1.3 for matters related to safety.

3.1 Packaging and unpacking

Only the perimeter guards are removed for shipping the machine.

The machine may be shipped in different ways, depending on the requirements of the mode of transport:

- Unpackaged machine protected by a clear plastic wrapping.
- Machine on a wooden pallet, protected by a clear plastic wrapping.
- Machined packaged in a wooden crate of suitable size.

On receiving the machine, ensure that it has not been damaged during transport and that the packaging has not been tampered with, allowing parts to be removed from within. Bring the packed machine as close as possible to the place where it will be installed and unpack it. Check that the supply meets the order specifications.



CHOOSE THE LIFTING AND HANDLING EQUIPMENT ACCORDING TO THE DIMENSIONS, WEIGHTS AND SHAPES OF THE MACHINE AND ITS COMPONENTS. THE CAPACITY OF THE LIFTING EQUIPMENT MUST BE GREATER (WITH A SAFETY MARGIN) THAN THE WEIGHT OF THE COMPONENTS TO BE HANDLED.

N.B.: If you find damage or missing parts, immediately inform the Customer Support Department and Carrier and submit photographic documentation.

Make sure there are no small components left in the cartons. Carry out a detailed check of the general conditions.

Observe the environmental protection regulations in force when disposing of the various packaging materials.

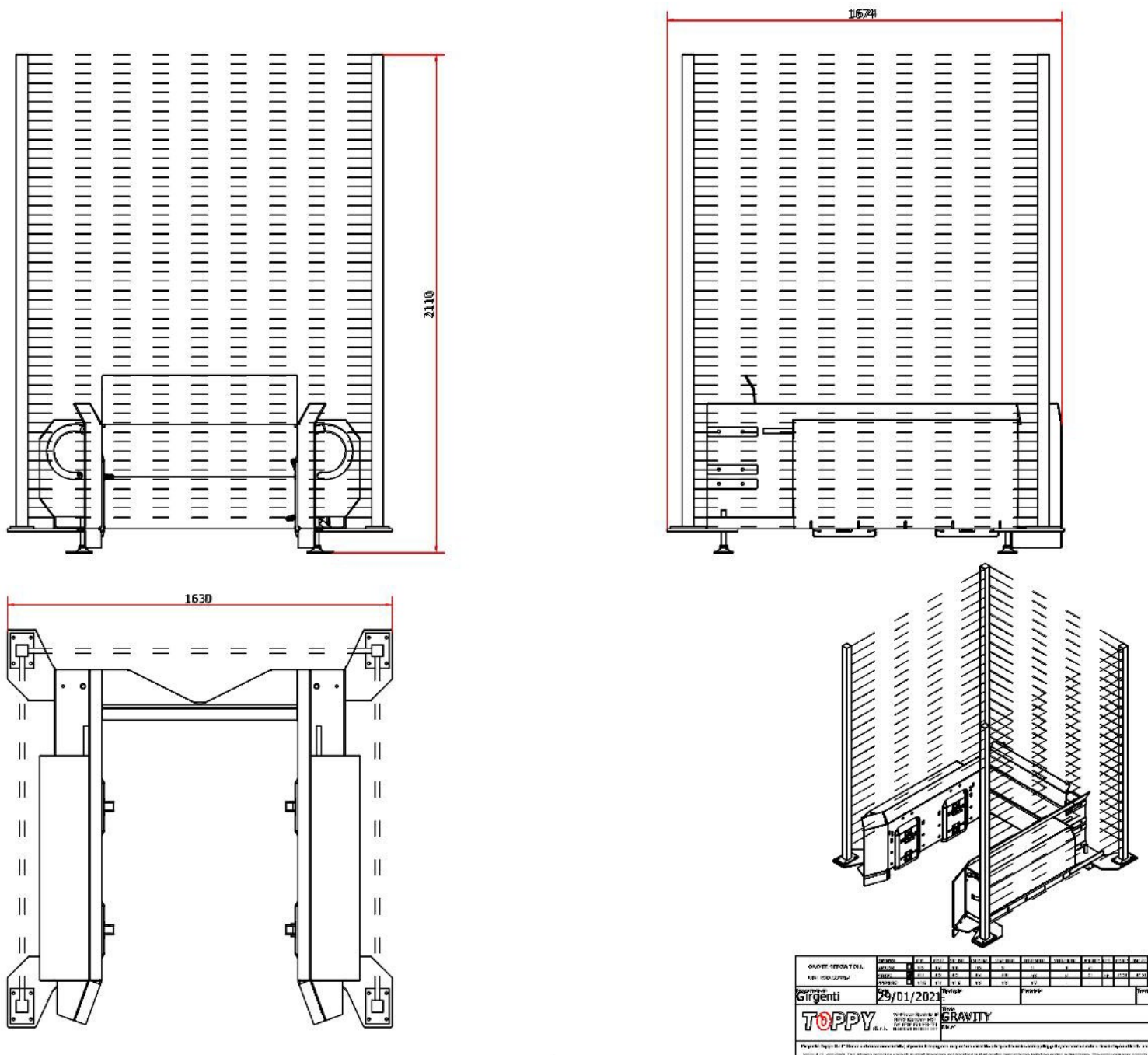


A SECOND OPERATOR IS REQUIRED TO GIVE INDICATIONS DURING UNLOADING AND HANDLING. THE MANUFACTURER SHALL NOT BE HELD LIABLE FOR DAMAGE DUE TO INCORRECT PROCEDURES, UNQUALIFIED PERSONNEL OR THE USE OF INADEQUATE EQUIPMENT.

3.2 Technical specifications

3.2.1 Machine technical specifications

Outline dimensions	See the layout
Machine body weight	335 kg



3.2.2 Packaging dimensions

Pallet 170 x 165 x h 70 cm, 400 kg

3.3 Transporting and handling the packaged machine



USE ONLY A FORKLIFT TRUCK OF ADEQUATE CAPACITY TO LIFT AND TRANSPORT THE MACHINE. THE INSURANCE WARRANTY WILL NOT COVER DAMAGE TO THE MACHINE IF ANY OTHER SYSTEM IS USED.

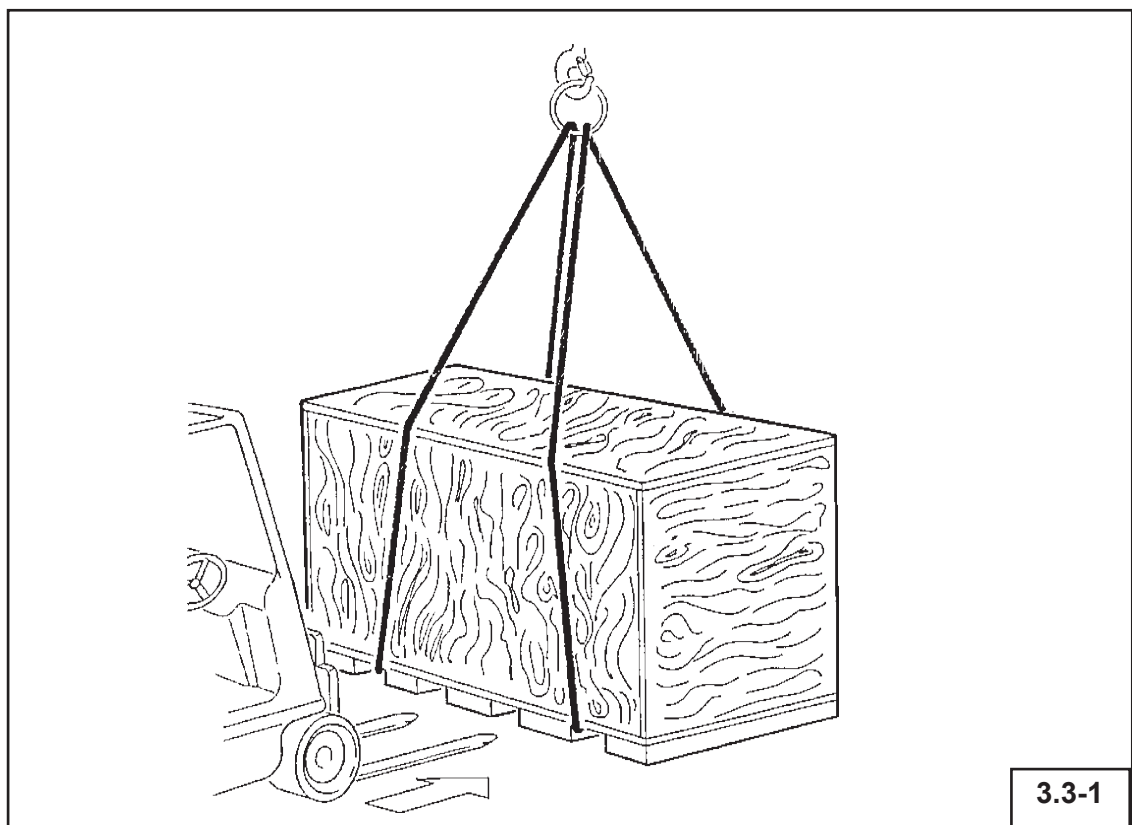


THE PACKAGE WEIGHT IS GENERALLY INDICATED ON THE CRATE.



ALWAYS MAKE SURE THERE ARE NO EXPOSED PERSONS IN DANGER ZONES (THE ENTIRE AREA AROUND THE MACHINE PARTS IS TO BE CONSIDERED A DANGER ZONE IN THIS CASE) BEFORE CARRYING OUT ANY PROCEDURE.

When lifting with a crane or bridge crane of adequate capacity, the points at which the ropes or straps are to be inserted are indicated on the top of the crate or pallet. Alternatively, when lifting with a forklift truck of adequate capacity, the points at which to insert the forks are indicated in the same place.



3.4 Transporting and handling the unpackaged machine



USE ONLY A CRANE, BRIDGE CRANE OR FORKLIFT TRUCK OF ADEQUATE CAPACITY TO LIFT AND TRANSPORT THE PACKAGED MACHINE. THE INSURANCE WARRANTY WILL NOT COVER DAMAGE TO THE MACHINE IF ANY OTHER SYSTEM IS USED.



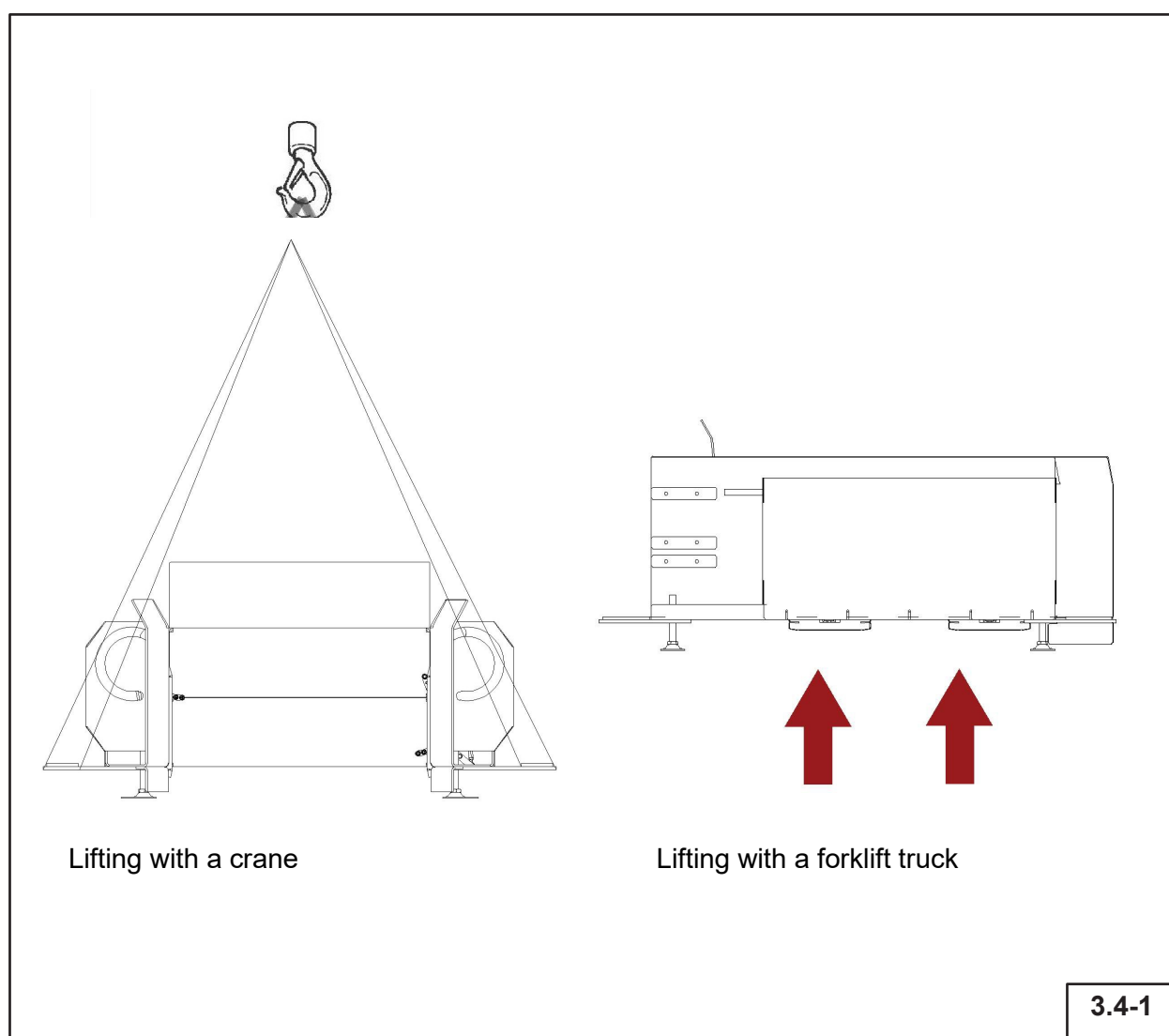
NEVERTHELESS, THERE IS STILL A RISK OF IMPACT DUE TO SUDDEN MOVEMENT IF THE BELTS FAIL OR SLIP, CAUSING THE MACHINE PARTS TO BECOME UNBALANCED. ALWAYS LIFT SLOWLY AND CONTINUOUSLY (WITH NO JERKING OR JOLTING).



ALWAYS MAKE SURE THERE ARE NO EXPOSED PERSONS IN DANGER ZONES (THE ENTIRE AREA AROUND THE MACHINE PARTS IS TO BE CONSIDERED A DANGER ZONE IN THIS CASE) BEFORE CARRYING OUT ANY PROCEDURE.

Follow the indications in figure 3.4-1 when lifting. After positioning the Toppo Gravity pallet stacker, assemble the stacker structure.

Weight: 335 kg



3.5 Storing the packaged or unpackaged machine

If the machine will be unused for a long time, make sure that it is kept in an environment that is suitable for its conservation, in relation to the type of packaging (crate, container, etc.).

If the machine is unused and stored in such an environment in accordance with the technical specifications, specially grease the sliding parts and ask the MANUFACTURER for the necessary procedures.

The MANUFACTURER shall not be held liable if the user fail to specify or ask for the aforementioned information related to its requirements.

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4 INSTALLATION

4.0 General warnings

See point 1.3 for matters related to safety.

4.1 Permitted environmental conditions

Unless otherwise specified in the order, the machine is intended to operate normally in the environmental conditions described in the points below.



If the environmental conditions are very variable, it will be necessary to agree environmental conditioning measures and characteristics.

4.1.1 Temperature

The temperature of the place where the machine will be installed must be from +5 °C to +45 °C.

The machine must operate normally in environments with temperatures from +5 °C to +45 °C (with a weighted average below 35 °C over 24 h).

4.1.2 Atmospheric conditions

The equipment is capable of operating correctly in atmospheric conditions with a relative humidity no higher than 50% at a temperature of 40 °C or 90% with a temperature no higher than 20 °C (non-condensing). If the environmental conditions are unsuitable for machine operation, the MANUFACTURER can propose solutions to the problem on request.



THE STANDARD MACHINE IS NOT INTENDED OR DESIGNED TO OPERATE IN ENVIRONMENTS WITH EXPLOSIVE ATMOSPHERES OR WHERE THERE IS A FIRE RISK.

If the machinery is required for use in an explosive atmosphere and/or where there is a fire risk, the parties must agree the procedures in advance, in accordance with the applicable regulations (CEI 62.2, EEC 2006/42).

4.1.3 Lighting



THE LIGHTING IN THE PLANT WORK ENVIRONMENT IS IMPORTANT TO THE HEALTH OF PERSONNEL AND THE QUALITY OF WORK (in Italy, refer to the specific Ministerial Decree).

When designing its machines, the MANUFACTURER considers the aforementioned provisions and attempts to reduce the shadow zones to a minimum in order facilitate the operators' work. The MANUFACTURER is always available for any clarifications and advice related to the aforementioned issues.

- Lighting is measured in lux,
- which is the amount of light produced by a luminous flux of 1 lm spread evenly over a surface area of 1 m² (1 lx = 1 lm/m²).



MINIMUM INDISPENSABLE LIGHTING REQUIRED: 300 - 500 LUX

4.2 Placing the machine

Only the perimeter guards are removed for shipping the machine. The machine body is shipped pre-assembled and ready for placement. The supporting surface does not require any specific preparation.

Use suitable equipment to lift and transfer the machine. Make sure that the weight of the machine is distributed evenly to prevent possible overturning.

Position the machine where it will be installed and level it by adjusting the height of each foot to ensure that the work surface is perfectly horizontal. Secure the machine to the floor with suitable anchor bolts.



WE RECOMMEND USING A SPIRIT LEVEL TO ENSURE THAT THE MACHINE IS LEVELLED PROPERLY. CARRYING OUT THIS PROCEDURE ACCURATELY PREVENTS UNNECESSARY VIBRATIONS OR NOISE AND MAKES THE MACHINE STRONGER.

Fit the perimeter guards to complete the machine placement. Position the machine as specified when ordering. Refer to the diagrams provided by the MANUFACTURER, which shall not be held liable for any problems arising from ignoring the diagrams.



During positioning in the place of installation:

- ***ADDITIONAL OPERATORS ARE REQUIRED TO GIVE INDICATIONS DURING TRANSPORT. ONE OF THE MANUFACTURER'S TECHNICIANS MUST SUPERVISE AND COORDINATE INSTALLATION AND COMMISSIONING TO ENSURE THAT THE PROCEDURES ARE CARRIED OUT CORRECTLY AND SAFELY.***
- ***KEEP A SAFE DISTANCE AWAY AND DO NOT STAND OR TRANSIT UNDER SUSPENDED LOADS.***

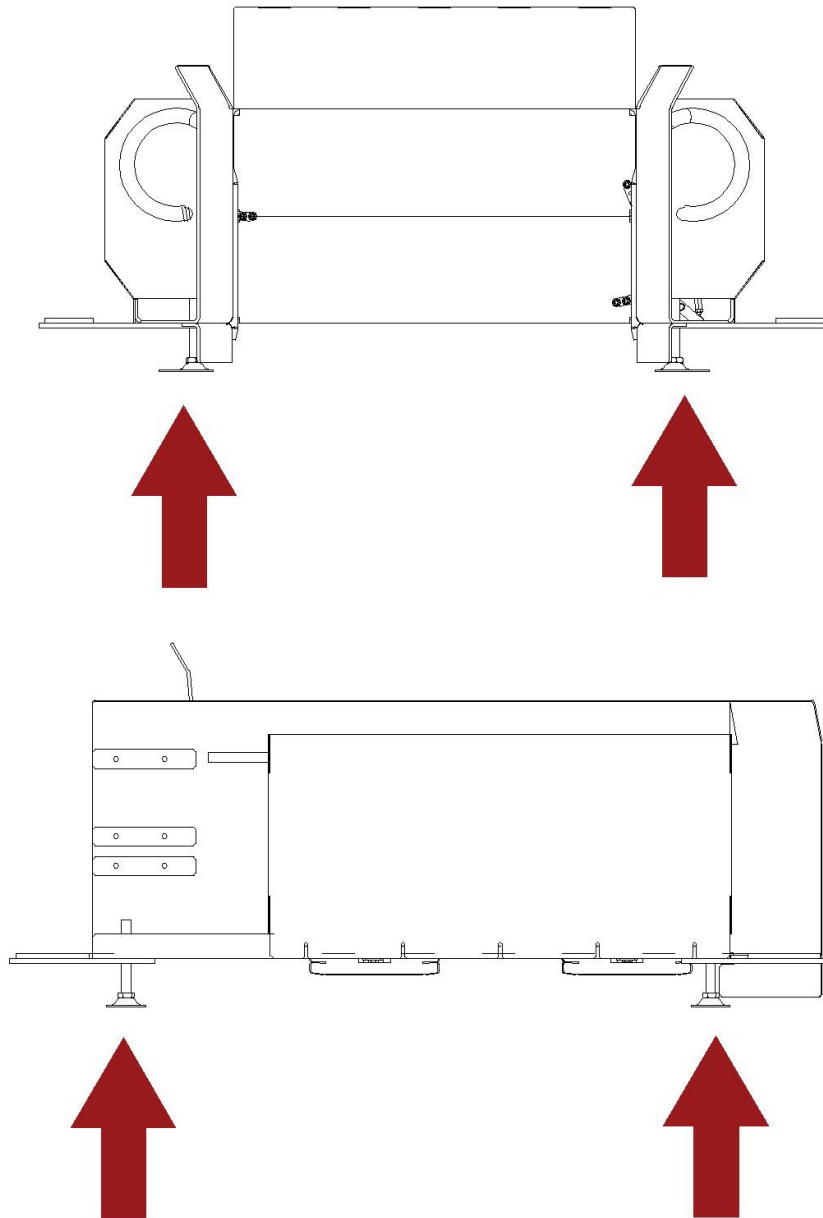


DURING INSTALLATION:

- ***USE SUITABLE INSTRUMENTS TO CHECK THAT THE MAINS POWER LINE AND EARTHING ARE COMPLIANT;***
- ***DO NOT MODIFY PARTS THAT WERE ADJUSTED AND/OR PRE-SET DURING TESTING. ONLY THE MANUFACTURER'S PERSONNEL OR TECHNICIANS FORMALLY AUTHORISED BY THE MANUFACTURER MAY MAKE ANY TECHNICAL MODIFICATIONS THAT AFFECT MACHINE OPERATION AND/OR SAFETY. OTHERWISE THE MANUFACTURER SHALL NOT BE HELD LIABLE FOR ANY RESULTING CHANGES OR DAMAGE;***
- ***PERSONNEL MUST USE PERSONAL PROTECTIVE EQUIPMENT SUITED TO THE TYPE OF WORK.***

**DURING COMMISSIONING:**

- **KEEP A SAFE DISTANCE AWAY, AND IN ANY CASE REMAIN OUTSIDE THE AREAS DELIMITED BY THE GUARDS;**
- **DO NOT INSERT PARTS OF YOUR BODY INTO MOVING PARTS OR NEAR COMPONENTS THAT MAY START AUTOMATICALLY WITHOUT FIRST CUTTING OFF THE POWER (RISK OF CRUSHING OR DRAGGING INSERTED LIMBS).**



4 adjustable feet.

Position the machine where it will be installed and level it by adjusting the height of each foot to ensure that the work surface is perfectly horizontal. Secure the machine to the floor with suitable anchor bolts.

4.3 Connections

4.3.1 Electrical connection

No electrical connection required. The Toppy Gravity pallet stacker does not require electrical power for correct operation.

4.3.2 Pneumatic connection

No pneumatic connection required. The Toppy Gravity pallet stacker does not require pneumatic power for correct operation.

5 PREPARING THE MACHINE FOR USE

5.0 General warnings

ONLY QUALIFIED PERSONNEL may use the machine, with the NUMBER OF OPERATORS SPECIFIED FOR EACH PROCEDURE described in this manual.

Keep the operator work areas clear and free of any oily residues.



WHEN OPERATING OR CARRYING OUT MAINTENANCE ON THE MACHINE, WEAR SUITABLE CLOTHING FOR THE WORK ENVIRONMENT AND THE CURRENT SITUATION. SPECIFICALLY, DO NOT WEAR BAGGY CLOTHING, CHAINS, BRACELETS OR ANYTHING ELSE THAT COULD CATCH IN MOVING PARTS.

As the operator, you must be fully aware of the position and operation of all controls and machine features before starting work. Check all safety devices on the machine daily.



NEVER OPERATE THE MACHINE WITH THE FIXED AND/OR MOVABLE GUARDS REMOVED.



NEVER DISABLE THE SAFETY DEVICES INSTALLED ON THE MACHINE.

5.1 Safety devices



THE MACHINE WAS DESIGNED AND BUILT TO ALLOW SAFE USE IN ALL OF THE CONDITIONS FORESEEN BY THE MANUFACTURER. MOVING PARTS ARE PROTECTED BY SAFETY GUARDS AND PERIMETER FENCES.



THE MANUFACTURER SHALL NOT BE HELD LIABLE FOR HARM TO PEOPLE, ANIMALS OR OBJECTS DUE TO TAMPERING WITH THE SAFETY DEVICES.

5.2 Controls and indicators

5.2.1 Control panel



The Toppo Gravity pallet stacker does not require electrical power for correct operation.

The pallet stacker does not have a control panel.

Use the two control levers located at the sides of the pallet stacker to select the operating mode.

- LOAD = lever up for loading
- UNLOAD = lever down for unloading

5.2.2 Pneumatic controls

The Toppo Gravity pallet stacker does not require pneumatic power for correct operation.

The pallet stacker does not have pneumatic controls.

5.3 Machine start and stop procedure

The Toppo Gravity pallet stacker does not require electrical power for correct operation.

No electrical start-up procedure is required.

The pallet stacker does not have a control panel equipped with an emergency stop button.

5.4 Checking the safety devices

Check that the perimeter safety fences are positioned correctly and connected to the machine base.

Check that the safety guards are connected and secured correctly.

6 MAINTENANCE

6.1 General rules for proper maintenance



Refer to Chapter 6 Maintenance in the line manual for the proper maintenance procedures.

6.2 Lockout - Tagout - Maintenance state procedure



Since there is no electrical or pneumatic power, no lockout - tagout procedure is required. Check that there are no operators in the processing area before carrying out maintenance procedures.

6.3 Cleaning

6.3.1 Every 40 hours

Clean the pallet stacker with a lens cloth.

6.4 Checks

6.4.1 Every 200 hours

Check that the safety guards are secured properly. Check that the perimeter safety fences are secured properly.

6.6 Unscheduled maintenance



The support department is available to provide clarifications, or to send qualified personnel or spare parts to the customer site.

Always specify the following:

- customer's name and identification data;
- machine identification data, such as machine model, serial number and year of manufacture.

When necessary, contact:

TOPPY s.r.l.
Via Muzza Spadetta, 18 - 40053 Bazzano (BO) Italy
Tel. 051 833701 - Fax 051 834097
info@toppy.it

6.7 Maintenance log

We recommend recording all routine and unscheduled maintenance work.

[illegible]

7 DECOMMISSIONING

7.1 Prolonged stop

A prolonged stop means leaving the machine unused for a long time.

If the machine is left unused for a long time in conditions other than its normal operating conditions, we recommend disposing of the fluids in accordance with the regulations in force in the country of installation.

When using the machine after leaving it unused for a long time, check its condition before starting the work cycle.

7.2 Disassembling, demolishing and disposing of scrap

Only qualified personnel with the mechanical and electrical expertise to work safely may carry out disassembly and demolition. We recommend contacting the manufacturer for these procedures. Follow the safety regulations in this manual and those of the country where the machine is installed.

Disassembly procedure

Prepare a large work area free from obstacles, and proceed as follows:

- drain lubricants into suitable containers;
- remove all parts of the machine and separate the components to be reused from those to be discarded.

Disposing of scrap

The materials from which the machine is made do not pose hazards or risks to operators. They may be hazardous to the environment if not treated correctly. Send oily residues, and rubber or plastic components to separate collection centres to separate and treat the polluting parts.



CAUTION, ENVIRONMENTAL HAZARD!

ALL WASTE MUST BE TREATED, DISPOSED OF OR RECYCLED ACCORDING TO THE CATEGORY AND PROVISIONS OF THE REGULATIONS IN FORCE IN THE COUNTRY OF INSTALLATION.

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