



# OPERATIONAL MANUAL

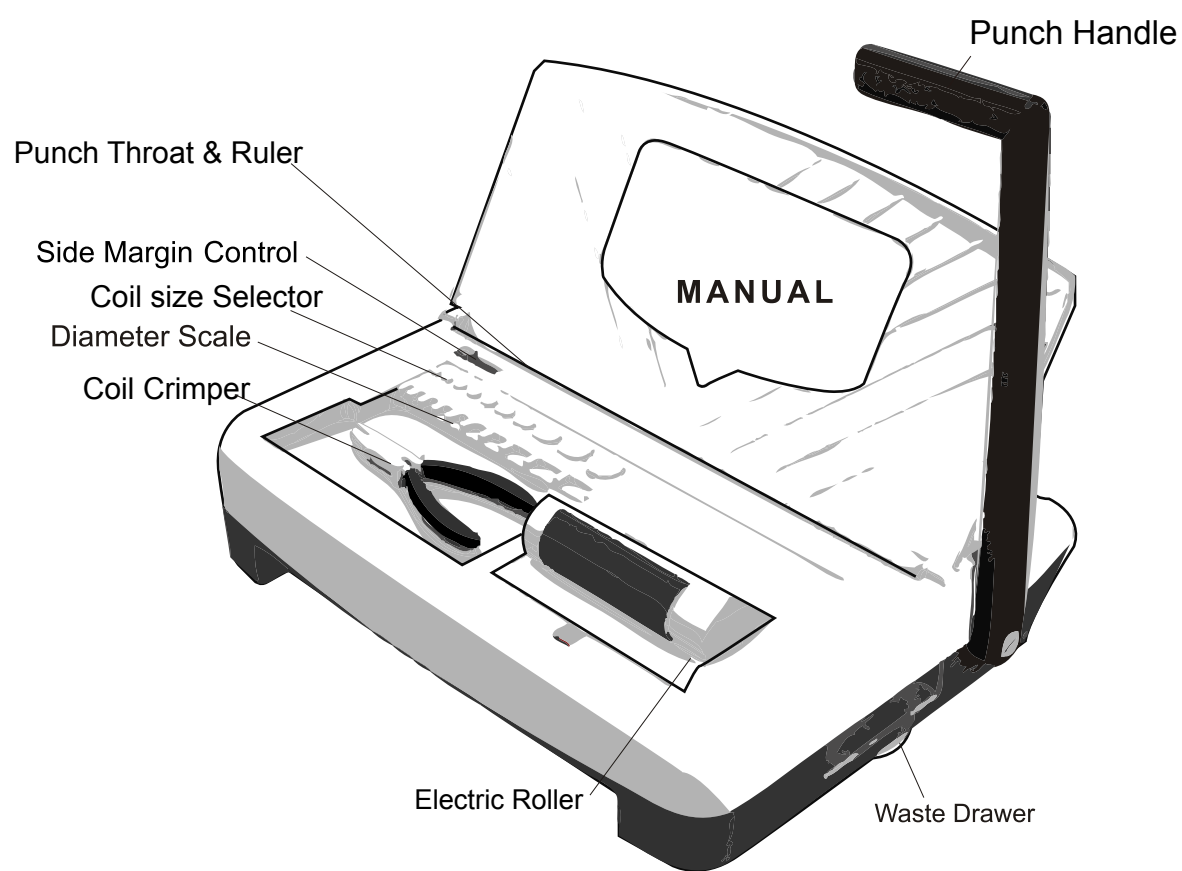
## INTRODUCTION

CONGRATULATIONS ON THE PURCHASE OF YOUR NEW *iCoil*, A MODERN, PRACTICAL AND RELIABLE PUNCH AND BINDING MACHINE FOR COIL BINDING. YOUR *iCoil* WAS DESIGNED WITH A FULL RANGE OF FUNCTIONS AND PREMIUM QUALITY COMPONENTS TO GUARANTEE AN EFFORTLESS AND PROFESSIONAL BIND AS WELL AS MANY YEARS OF TROUBLE-FREE SERVICE.

## IMPORTANT

WE RECOMMEND THAT YOU TAKE A FEW MINUTES TO FAMILIARIZE YOURSELF WITH THE FUNCTIONS OF YOUR NEW *iCoil*. YOU WILL FIND THAT WITH JUST A LITTLE PRACTICE, ANY PERSON CAN ACHIEVE PROFESSIONAL RESULTS.

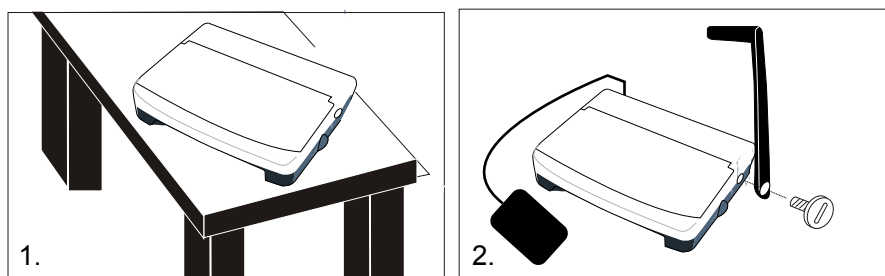
## FEATURES



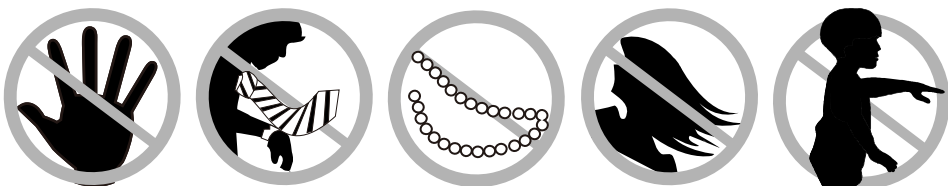
## ASSEMBLY

1. Place your new *iCoil* on top of a sturdy work table.

2. Remove the screw from punch axle counter clockwise as indicated, connect the punch handle in a vertical position onto the punch axle. Tighten-back the screw clockwise & install foot pedal by plugging the cord into the back of the machine.



### CAUTION



## Coil BINDING

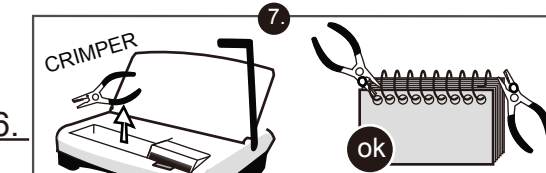
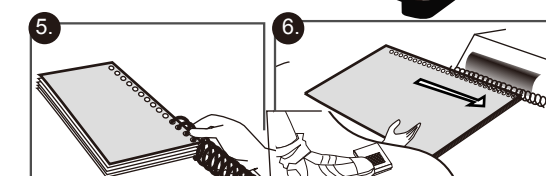
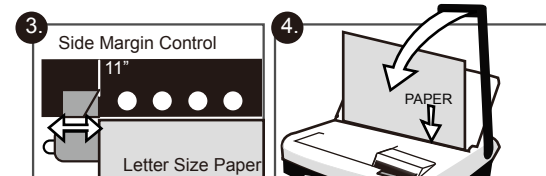
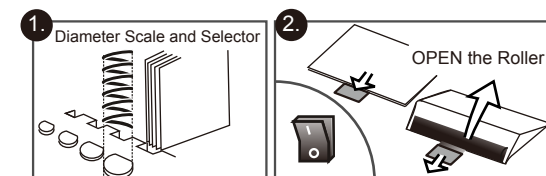
### SET-UP INTRUCTIONS (STEPS 1-3)

1) Based on document thickness you must first determine the optimal coil diameter size needed. To do this, insert your full unbound document into the Diameter Scale. See picture 1

2) Open Electric Roller. See picture 2.

3) Based on document length, you must now adjust the side margin for an evenly centered punch. To do so, press and slide Side Margin Control. See Picture 3.

**Hint:** We recommend for you to test punch some waste paper and readjust the Side Margin Control as needed.



### PUNCHING & INSERTING (STEPS 4-7)

4) Insert sheets into the punch throat and pull handle forward to punch. See picture 4

**Important:** Make sure sheets are fully inserted and slid against the side margin.

5) Insert pre-selected coil into first 3-4 holes. See picture 5

6) Use Electric roller to complete coil insertion. See picture 6.

### Hints:

- a) Make sure all holes are evenly aligned.
  - b) Use both hands to firmly hold left and right side of document as close as possible to punched holes.
  - c) Press foot pedal first, then gently bring document parallel to roller until coil touches the roller. Do not apply excess pressure as this may distort the coil pitch and coil insertion may become more difficult.
- 7) Crimp both ends to securely lock your bound book. **Hint:** Crimper's Red eye should be facing toward the operator. See picture 7

## TECHNICAL INFORMATION

Size	Coil 4:1	Coil 4:1+	Capacity & Diameter			
	Ø4mm Round hole	4X5(6.29 mm) Oval hole	No. Sheets (20 lbs)	DOCUMENT inch	mm	COIL mm
Binding Format	11" = 43 Holes	11" = 44 Holes	35	5/32"	4.0 mm	6 mm
	8.5" = 34 Holes	8.5" = 34 Holes	45	3/16"	4.8 mm	7 mm
	A4 = 46 Holes	A4 = 46 Holes	60	1/4"	6.4 mm	8 mm
	A5 = 33 Holes	A5 = 33 Holes	70	9/32"	7.2 mm	9 mm
			80	5/16"	7.9 mm	10 mm
			100	13/32"	10.3 mm	12 mm
		120	15/32"	11.9 mm	14 mm	
		150	19/32"	15.0 mm	17 mm	
		180	3/4"	19.0 mm	20 mm	
		200	25/32"	19.8 mm	22 mm	

## WARRANTY POLICY

**YOUR *iCoil* HAS A WARRANTY OF ONE YEAR FROM DATE OF PURCHASE. IN THE EVENT OF A MANUFACTURER'S DEFECT, YOUR DISTRIBUTOR (AT OPTION) WILL REPAIR OR REPLACE IT. IMPORTANT: THIS WARRANTY DOES NOT COVER DAMAGES DUE TO IMPROPER USE OR MISS TREATMENT OF THE UNIT, INCLUDING ANY EXTRAORDINARY EVENT LEADING TO THE DAMAGE OF THE MACHINE, WHETHER IT IS REVERSIBLE OR NOT.**

**IF THE *iCoil* IS NOT WORKING PROPERLY, FIRST FOLLOW THE CORRECTIVE ACTIONS ABOVE. IF THE PROBLEM PERSISTS, PLEASE CONTACT YOUR DEALER FOR FURTHER INSTRUCTIONS. PLEASE HAVE YOUR MACHINE'S SERIAL NUMBER AND THE PURCHASE DATE READY. IF THE MACHINE MUST BE RETURNED TO YOUR DISTRIBUTOR, IT IS YOUR RESPONSIBILITY TO PROPERLY PACK AND SHIP IT, AS ANY DAMAGES INCURRED DURING ITS TRANSPORTATION ARE NOT COVERED BY OUR WARRANTY POLICY.**