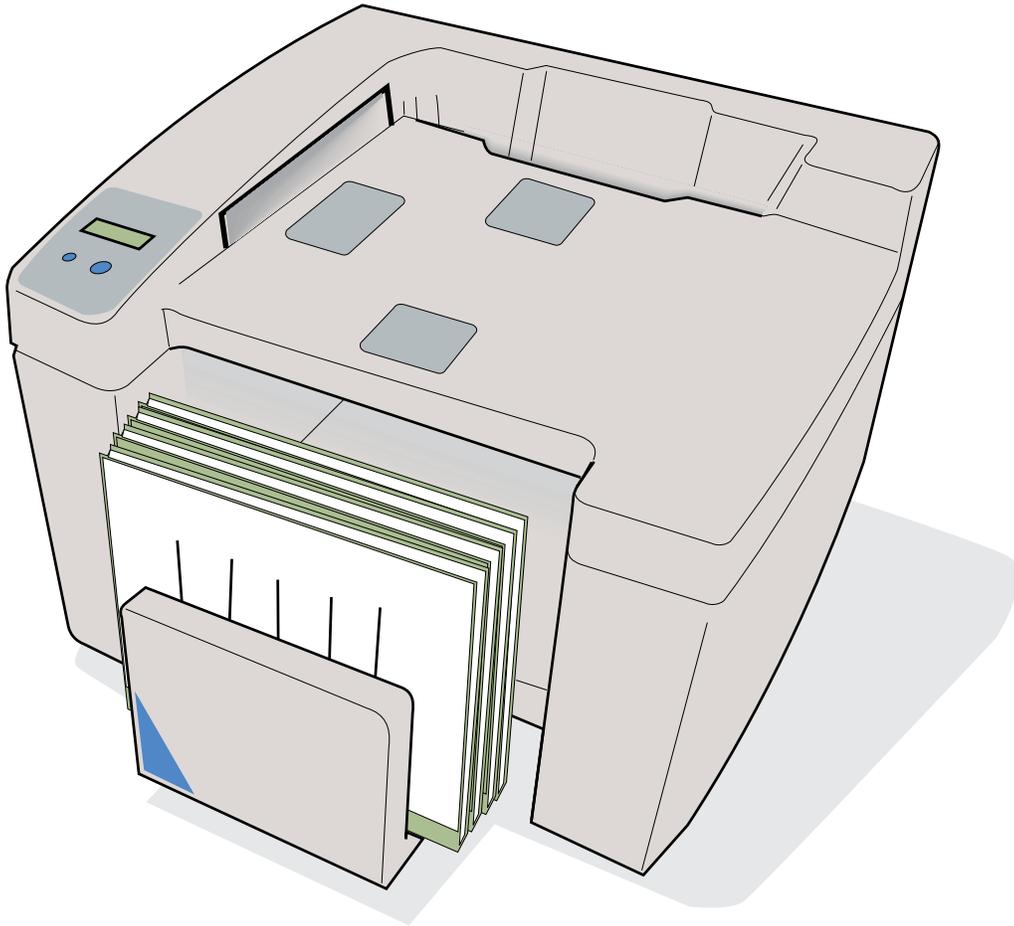


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COVERBIND 101 DFS
Document Finishing System

Operator's Manual

Part No. 2K542 B
April 2008

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1. Safety Instructions

Please read these safety notes carefully before using this product.

The equipment and recommended supplies have been designed and tested to meet strict safety requirements. These include safety agency approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the equipment and refer to them as needed to ensure the continued safe operation of your equipment.

Store the manual in the holder at the rear of the binding machine.

In order to guarantee perfect binding of your documents, only Coverbind original covers can be used with this machine.

Safety Instructions

Always follow the safety instructions below when using the machine.

Symbols:



The “Important Symbol” means that if you do not follow these instructions, the paper feed can go wrong, the covers can be damaged, or the result can be unsatisfactory in some other way.



This WARNING alerts users to areas of the equipment where there is the possibility of personal injury.



The “Prohibited symbol” denotes actions that you are not allowed to do.



The “Mandatory symbol” denotes actions that you must do.

Examples:



This WARNING alerts users to areas of the equipment where there are heated surfaces, which should not be touched.



Prohibited. Do not dismantle.



Mandatory. Disconnect the mains cable.

Warnings:

The machine must be connected to a power supply that complies with the specifications in section 9 of this manual.



The mains cable must not be damaged, destroyed, or modified in any way. Do not put heavy objects on the mains cable.



Do not remove any covers or screws on the machine, other than those described in this manual. There is high voltage in some parts inside the machine. Contact with these parts can cause a severe electric shock. If the machine needs adjusting or repairing, ask your service representative for help.



If the machine appears to be damaged, stops functioning, starts smoking, or smells peculiar, immediately disconnect the mains cable from the wall socket. Do not continue to use the machine in this condition. Contact your service representative.



Do not put any metal objects or objects containing liquids (e.g. vases, flower pots, coffee mugs, etc.) on the machine. If the liquid contents are spilt into the machine, there will be a risk of fire and electric shock.

Electrical Supply

This equipment shall be operated from the type of electrical supply indicated on the equipment's data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.



WARNING

This product must be connected to a protective earth circuit.

This equipment is supplied with a plug that has a protective earth connection. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use an earthed adapter plug to connect the product to an electrical outlet that lacks an earth connection terminal.

Use an outlet that contains surge suppression or ground fault protection. For added protection during a lightning storm, or when the binder is left unattended and unused for long periods of time, unplug it from the wall socket.

Product Recycling and Disposal

European Union

Disposal Information



Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national Procedures.

In accordance with European legislation end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal please contact your local dealer or Coverbind representative for end of life take back information.

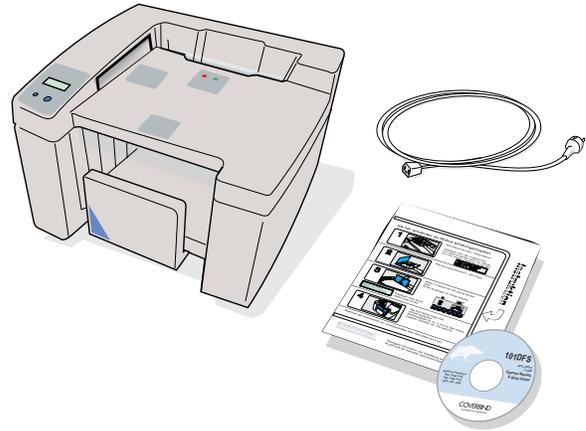
Other Countries

Please contact your local waste authorities and request disposal information.

2. Installation

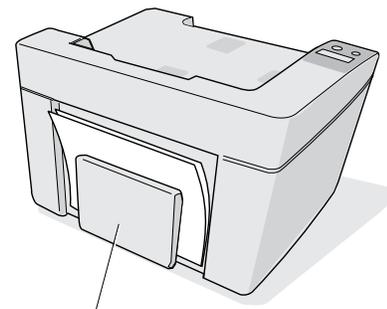
Besides the binding machine, the packaging should contain the following:

- Quick Guide
- Operator's Manual on CD (also for download on www.coverbind.com)
- Mains cable



Preparations

1. Check that the items listed above are all included.
2. Remove the Coverbind 101 DFS from the packaging materials as described in the instructions printed on the outside of the box.
3. Place the machine on a stable surface with sufficient free area as work space. Recommended surface height is ~ 20 inches. This height will ensure the most comfortable working position when loading documents. Remove transport protection.
4. Plug the mains cable first into the machine and then into the wall outlet.
5. Press the control on the machine marked with the symbol .
6. Check that the Coverbind 101 DFS starts and that the following message is shown on the display:



Holder for Operator's Manual and Quick Guide

To change language, see section 5.1.

7. After you have read the Operator's Manual and understand how to use the product, place the Manual and Quick Guide in the holder at the rear of the machine.

Your Coverbind 101 DFS is now ready for use.



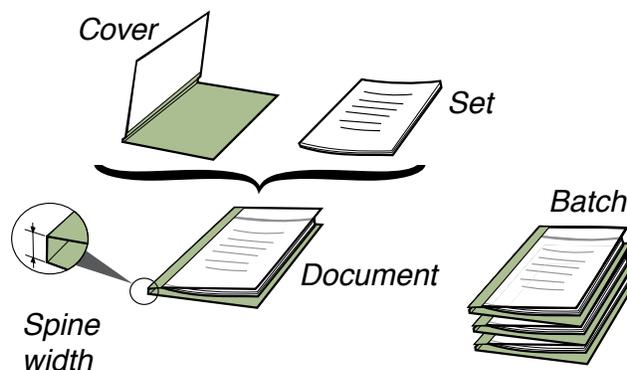
- Do not place the binder in an enclosure such as a cabinet without proper ventilation.
- Do not stack the binder on top of or below, other electronic devices.
- Do not overload wall outlets or extension cords, as this can result in a risk of fire or electrical shock.

3. Description

Terminology

In this manual and in the Quick Guide, the Coverbind cover is referred to as cover and the set of papers is referred to as the set. When the set is put into the cover, this is referred to as a document.

When a number of documents are piled on each other, this is referred to as a batch.



The machine consists of five main parts: Cover selector, Display, Input bay, Binding unit, and Output tray.

Cover Selector

The cover selector comprises a slot into which you insert the set of papers to be bound, short side first.

A sensor measures the thickness of the set and the recommended type of cover is then shown on the display.

Display

The display shows what is happening in the machine. A number of user functions can be selected using the two control-buttons on the panel. (See also section 5 “User settings”.)

Input bay

Insert the set of papers into the selected cover. This is now called a document (cover with a set of papers).

Now load the document into the input bay with the spine downwards as shown on the label.

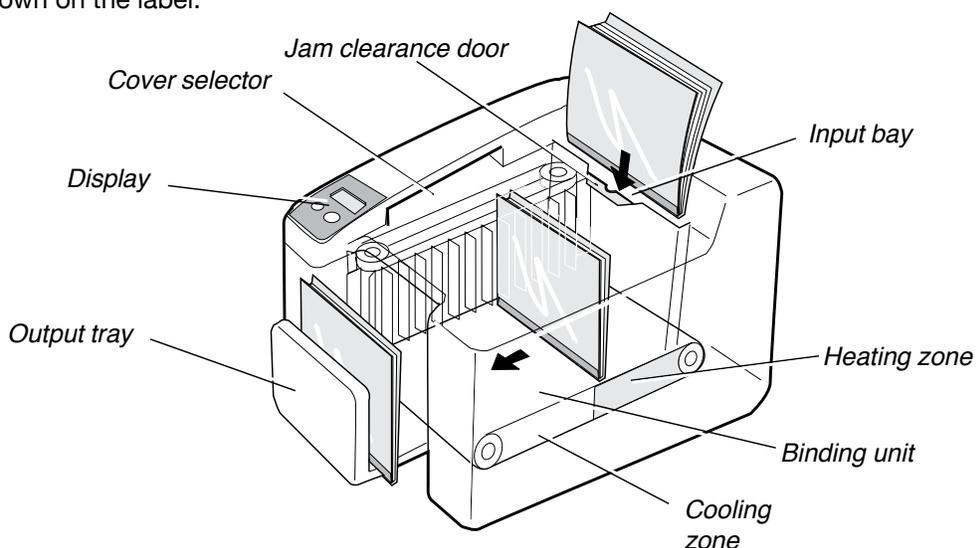
If the binding machine stops for some reason, the jam clearance door in the input bay can be pushed aside and the document removed. (See also section 7 “Clearing and emptying”.)

Binding unit

The document is first jogged and then transported into a heating zone where the glue in the cover melts. Then the document passes through a cooling zone, and the glue binds the pages together in the cover.

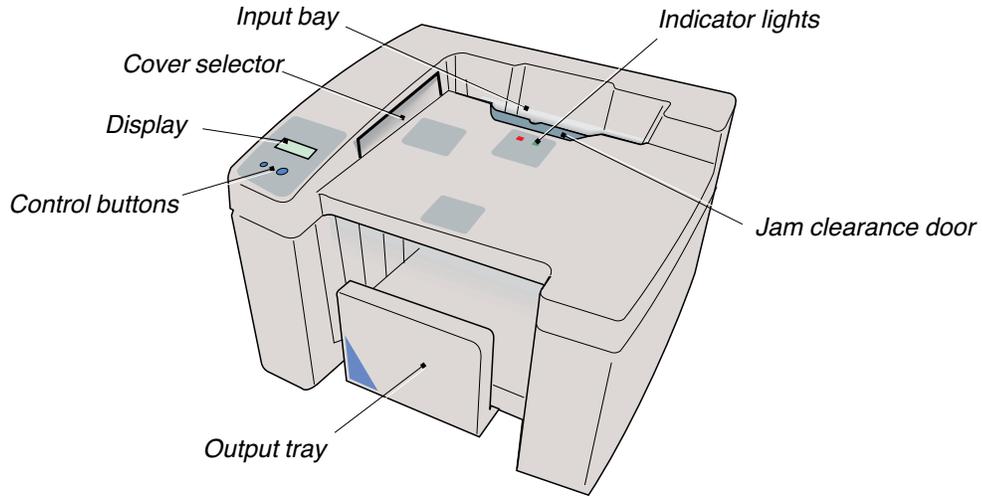
Output tray

The output tray moves outwards as the finished documents are fed into it. An audible signal is heard when the output bay is nearly full. A message is also shown on the display which alerts the user to remove the document from the output tray.



4. How to use the Coverbind 101DFS

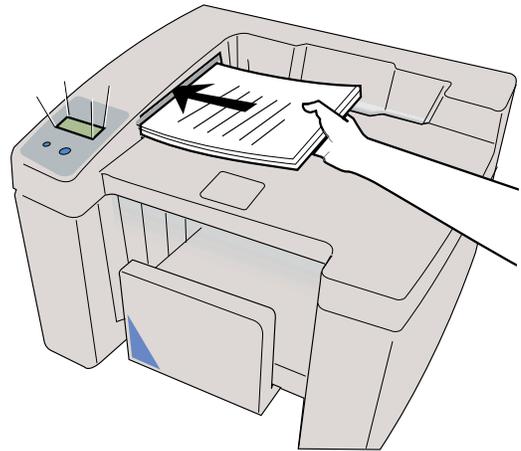
Following are the most important parts of the machine that you should be familiar with. The four (4) steps to complete a binding, are also shown on the labels located on the top of the machine.



1. Start the machine by pressing on . The display asks you to measure the thickness of the set.

MEASURE DOCUMENT
SEE PICTURE 1

2. Measure the thickness of the set of papers to be bound, by inserting the short side of the set into the cover selector.



3. The recommended cover size (spine width) is shown on the display.

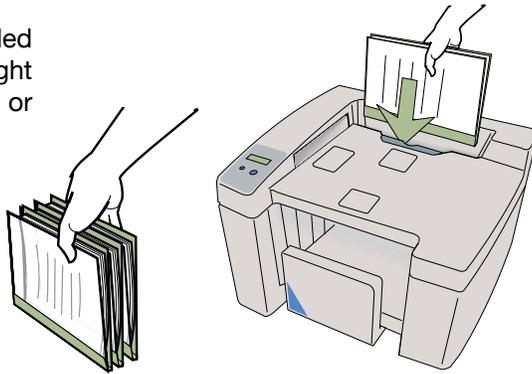
USE COVER 1/16"
SEE PICTURE 2

4. Load the set of the papers in the selected cover.



5. Documents (cover and set) can always be loaded into the machine for binding when the indicator light is green. Documents can be loaded one by one or in batches.

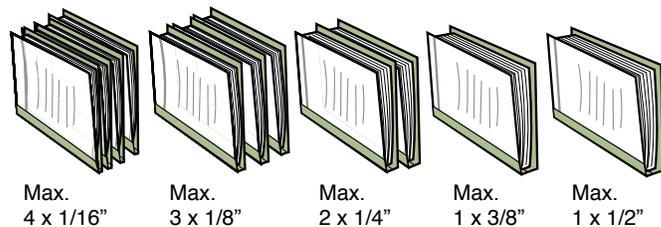
The machine confirms that a document has been loaded by switching the indicator light from green to red. As soon as the indicator light is green again, the next document or batch can be loaded. The machine automatically switches to the energy saving mode after 90 minutes.



When a batch of documents is loaded into the machine, the number of documents in the batch should be limited as shown below.



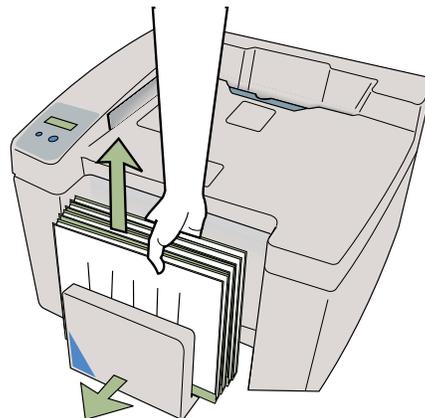
Exceeding these numbers may compromise the strength of the bind, or cause the machine to stop.



6. Remove the bound documents from the output tray. They are ready to be used. Note that full binding strength is achieved only when the documents have cooled down to room temperature.

By default setting, the normal processing time is approx. 3 minutes for the first document. The continuous binding capacity is up to 30 documents per minute

NOTE! Depending on the type of paper used, the speed of binding can be increased by +33% (see section 5.2 "How to select the speed of binding").



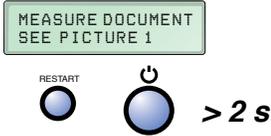
5. User settings

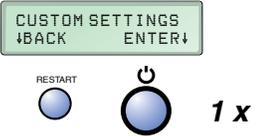
The user can change two parameters in User Settings.

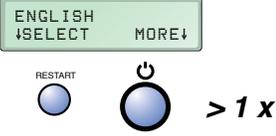
5.1 How to select the language

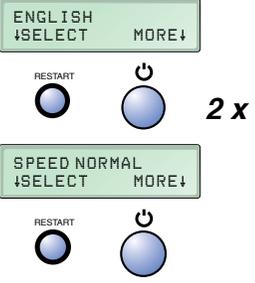
The default language setting for your Coverbind 101 DFS is English. Other languages can be selected as follows:

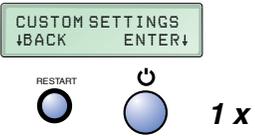
Note that the English language is always used in the "User Settings" mode.

- 

1. Start the machine by pressing on . Press and hold down the RESTART and  control for at least 2 seconds. The temporary functions of these two controls are now shown on the lower line of the display.
- 

2. Press the control below Enter (i.e. the  control) **once**.
- 

3. Press the control below More (i.e. the  control) **repeatedly** until the desired language is shown on the display.
- 

4. Press the control below Select (i.e. the RESTART control) **twice**.
- 

5. When satisfied with the settings, press the control below Back (i.e. the RESTART control) **once**.
- 

6. The desired language has now been selected.

5.2 How to select the speed of binding

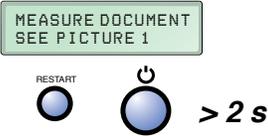
The default speed setting for your Coverbind 101 DFS is NORMAL

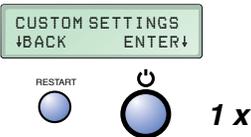
HIGH speed setting should ONLY be used to bind standard non-coated office copy/print paper.

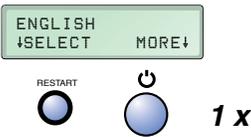
NORMAL speed CAN be used to bind the above mentioned paper types, but MUST be used for coated and other special paper types to achieve optimum binding strength. Special types may be heavy compressed, extra-smooth or thicker than usual paper

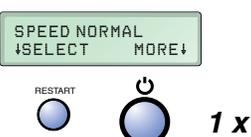
Select the speed of binding as follows:

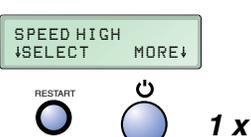
Note that the English language is always used in the "User Settings" mode.

- 

1. Start the machine by pressing on . Press and hold down the RESTART and  controls for at least 2 seconds. The temporary functions of these two controls are now shown on the lower line of the display.
- 

2. Press the control below Enter (i.e. the  control) **once**.
- 

3. Press the control below Select (i.e. the RESTART control) **once**.
- 

4. Press the control below More (i.e. the  control) **once**, to display the alternative speed of binding.
- 

5. Press the control below Select (i.e. the RESTART control) **once**, to select the displayed speed of binding. For details on productivity/capacity please see section 9 "Specifications".
- 

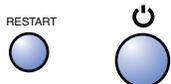
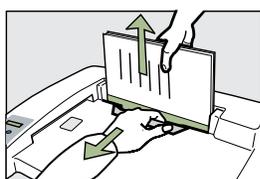
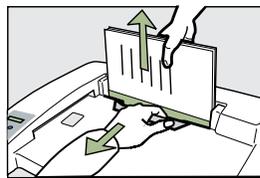
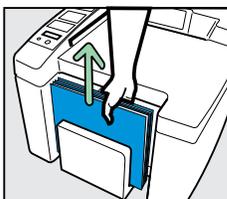
6. When satisfied with the settings, press the control below Back (i.e. the RESTART control) **once**.
- 

7. The desired speed of binding has now been selected. When/ if HIGH speed has been selected a symbol (H) will appear in lower right corner of the display.

6. Troubleshooting

Use these instructions to solve the most common operating problems with your Coverbind 101 DFS binding machine:

NOTE! In order to guarantee perfect binding of your documents, correct speed of binding (see section 5.2) must be selected and only Coverbind original covers must be used. Other types of covers or incorrect usage of the machine can cause poor binding results or the machine may stop working, in which case an authorised service may be required.

Symptom:	Cause:	Action:
<p>The machine will not start. No text on display.</p>	<p>No power supply. Machine switched off.</p>	<p>Check the mains connection. Press RESTART or .</p> 
<p>Red indicator light blinks. Buzzer alarm.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>INPUT JAM REMOVE DOC</p> </div>	<p>Document not in contact with floor of input bay. Too many documents in the batch or document too thick.</p>	<p>Remove document by pulling back the jam clearance door. Check the thickness and quantity. Press RESTART. Load the document again.</p>  
<p>Red indicator light illuminates more than 3 sec. Buzzer alarm.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>DO NOT INSERT REMOVE DOC</p> </div>	<p>Too many documents in the same batch.</p>	<p>Remove the documents by pulling back the jam clearance door. Load documents again with fewer documents in each batch.</p> 
<p>Red indicator light illuminates more than 3 sec. Buzzer alarm (twice).</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>ALMOST FULL EMPTY TRAY</p> </div>	<p>Output tray nearly full.</p>	<p>Remove documents from the output tray before loading more documents in the machine.</p> 
<p>Red indicator light illuminates. Buzzer alarm. Machine stops.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>OUTPUT TRAY FULL EMPTY TRAY</p> </div>	<p>Output tray full.</p>	<p>Remove documents from output tray. The machine then automatically continues binding the documents that are already loaded.</p>
<p>Machine stops. Other error codes, e.g.:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>BINDER FAULT CALL SERVICE</p> </div>		<p>Contact an authorised Coverbind partner. See also section 7 “Clearing and Emptying” about how to remove unbound documents from the machine.</p>

7. Clearing and emptying

If there is a mains power failure or if the binding machine stops functioning for some other reason, documents in input bay area and other unbound documents can be removed as described below. If there are unfinished documents in the machine when the power supply is restored, the machine will automatically move them forward to the output tray. They can then be re-loaded and bound.

If the binding machine breaks down, any documents should be cleared and removed from the machine before it is sent for service.

Clearing

If the display shows

INPUT JAM
REMOVE DOC

or

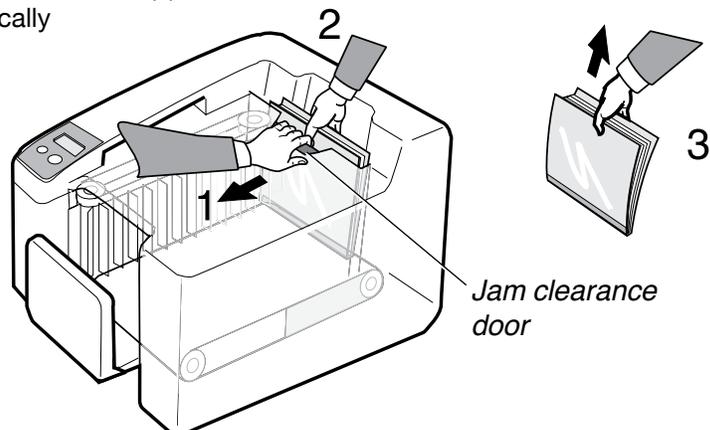
DO NOT INSERT
REMOVE DOC

remove all documents from the input bay.

To facilitate removal of the documents, the machine is equipped with a jam clearance door.

Pull back the jam clearance door with one hand (1). Firmly grip the document(s) in the input bay with the other hand (2) and lift them out of the machine (3).

The binding machine should then automatically return to the normal position. However, if it does not, press the RESTART control.



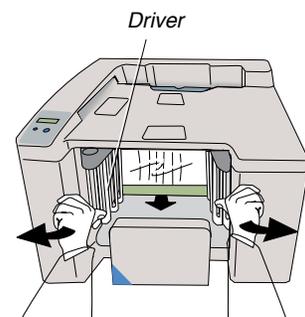
Emptying

The binding machine only needs to be emptied manually in exceptional cases (e.g. if the machine breaks down or if there is an extended power failure).



Disconnect the mains cable before emptying the machine. Wait for a while until the heating zone in the machine has cooled down.

Stand in front of the machine and hold both hands in the output tray, as shown in the figure below. Turn the outermost drivers on both sides outward using your thumbs so that the document is manually fed one step forward. This operation may require some force. The drivers are designed to withstand such force. Repeat the procedure to transport the remaining documents forward until the binding machine is empty.



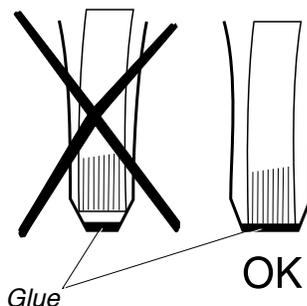
8. How to make the most of your binding machine



Avoid loose pages!

Tip: Always use the cover selector to ensure you have the correct spine width and thus avoid loose pages.

If there are too many pages in a cover, the strip of glue will be insufficient for all the pages.



Do not pull out pages!

Tip: Allow the document to cool down. When the document is removed from the machine, it has cooled sufficiently to be handled and read, but do not test the strength of the binding immediately. A document with only a few pages reaches full strength after a few minutes. But a thicker document will require longer time to cool down and attain maximum strength, especially if the set of papers comes directly from a copying machine or printer.



Check that the paper you are using is suitable for binding!

Tip: When using coated, heavy compressed, extra-smooth or thicker than usual paper, we recommend that you first make a test binding to check that the strength of the bind is good enough. The strength of some special types of paper is very similar to ordinary copy paper whereas other types have characteristics that may reduce the strength of the binding. Using special paper for one or two pages in a document will usually not cause any problems.



Even jogging!

Tip: Always use the collating function on your copier/printer. On many copier/printers the sheets can be collated into sets and delivered in a special output tray. For binding, it is always positive to select the collating function. Normally the copier/printer jogs every sheet it collates. If the standard output tray of the copier/printer is used, static electricity in each sheet of paper may make it very difficult for the binding machine to jog the paper set properly. Such paper set could result in poor binding strength.

9. Specifications

General The Coverbind 101 DFS is a semi-automatic high-speed thermal binding machine that only accept usage of Coverbind DFS document covers.

Output capacity Up to 30 documents can be bound per minute depending on the spine width and the speed setting. The number of documents that can be loaded in the machine simultaneously is shown in the table below and depends on the spine width. The corresponding output speed is stated at the bottom line of the table as covers per minute.

Spine width	1/16"	1/8"	1/4"	3/8"	1/2"
Load qty	max 4 pcs.	max 3 pcs.	max 2 pcs.	max 1 pcs.	max 1 pcs.
Speed HIGH	30/min	22/min	15/min	7/min	7/min
Speed NORMAL	22/min	16/min	11/min	5/min	5/min

Paper size Letter size, 8.5x11"

Spine width and capacity The table below shows approximately how many sheets of 20lbs paper the covers can hold for each spine thickness.

1/16"	1/8"	1/4"	3/8"	1/2"
1-15	16-30	31-60	61-90	91-120

Jogging The sheets of paper in the set are automatically jogged on three sides during the binding process.

Output tray capacity 8 – 50 documents depending on the spine width.

Binding temperature 330°F±10°F

Warm-up time 2-3 minutes depending on the ambient temperature and local variations in the power supply voltage.

Energy-saver mode 90 minutes after last document is bound.

Voltage 115 VAC +/- 10%

Power consumption	stand-by	137 W	mean value
	binding	140 W	mean value
	power saver	7 W	
	heating up	630 W	

Environment Temperature 50 - 95°F, humidity 15 - 90% RH.

Dimensions	Length	18,5"
	Width	20"
	Input height	13"
	Total height	14"

Weight 62 lbs

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FCC Declaration

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Warning

This Class “B” digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la classe “B” est conforme à la norme NMB-003 du Canada.



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