

VB SYS3

4.0 OPERATING INSTRUCTIONS

4.2 Document Assembly

1. Check the bind edge guide alignment by inserting a receiving strip in the strip recess area. Lay a sheet of correctly aligned punched paper on the strip, matching up the holes and the strip so that the strip is not showing at the top or the bottom of the paper. Adjust the bind edge guide if necessary by turning the knob to move the guide to the edge of the paper.
2. Place the back cover (face down), the punched sheets (last page on the bottom), and front cover (face up) on top of the receiving strip.
3. Place the receiving strip (bottom binding strip with holes), textured side down in the strip recess, located in front of the backstop.

Be sure the small hole in the receiving strip is over the locating pin. The locating pin is on the left hand side of the strip recess area in front of the backstop. The locating pin fits into the small hole in the plastic strip. The strip is positioned correctly over the locating pin when it is difficult to slide the strip to the right. Failure to properly align the strip can cause machine damage.

4. Now determine the correct size of the pin strip. Use the scale on the backstop to determine the thickness of the document and the size of the pins required. 1 inch (25 mm) on the scale requires a 1 inch (25 mm) pin. Anything over 1" (25 mm) requires a 2 inch (51 mm) pin. Anything over 2 inches (51 mm) requires a 3 inch (75 mm) pin. The pins should extend all the way through the document, but not more than 1 inch (25 mm) beyond. Insert the strip through the document's holes and the receiving strip.

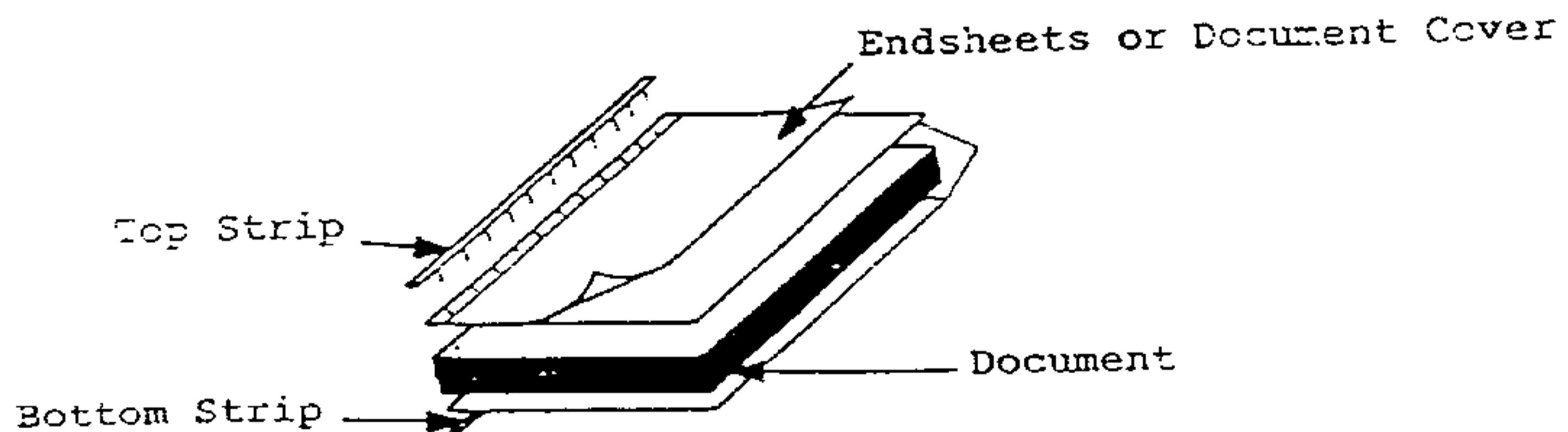


Figure 4-2

4.0 OPERATING INSTRUCTIONS

4.3 Binding

1. Begin the binding process by pulling the pressure bar forward and lowering it until it is in complete contact with the pin strip of the document. Use caution to avoid getting your fingers pinched in between the document and pressure bar. To prevent jamming problems, lower the bar onto the document, rather than "drop" it.
2. The bind cycle will begin automatically when the pressure bar contacts the pin strip of the document. The pressure bar is automatically returned to its home position upon completion of the bind cycle. The binding cycle is complete once an audible beep is heard.
3. **AN INCOMPLETE OR IMPROPER BIND CYCLE WILL RESULT IN THE BIND AND DEBIND INDICATORS FLASHING ALTERNATELY.** Extinguish the flashing lights and return the equipment to ready by pressing either the punch or bind select buttons, or by turning the machine off and back on. Remove the document to see if the bind operation was successfully completed. An incomplete bind may be caused by improper positioning of the receiving strip on the locating pin. Reposition the receiving strip to assure proper insertion of the locating pin in the small hole in the receiving strip, and repeat the bind operation. An incomplete or unsuccessful bind occurring on the second attempt may indicate that the equipment has malfunctioned, and may require service.

4.4 Debinding

1. To debind a bound document, press the Bind/Debind Selector Button until the LED signifying that the debind mode is selected has illuminated.
2. Place the document with the front cover facing up and the plastic strip against the backstop just as if you were going to bind the document. The left side of the document should rest against the bind edge guide. Slide the document over the locating pin. The locating pin is on the left hand side of the strip recess area in front of the backstop. The locating pin fits into the small hole in the plastic strip. The document is positioned correctly over the locating pin when it is difficult to slide the document to the right while resting against the backstop.
3. Pull the pressure bar toward you and lower it on top of the document. The debind cycle will begin, the pressure bar will raise, and a beep will be heard once it is completed.
4. Immediately after the pressure bar raises, remove the document and quickly pull the top strip away from the document. If you do not perform this step quickly enough, it will be too difficult to remove the strip. Put the document through the debind process again and remove the strip faster this time.
5. If the receiving strip is not warm to the touch, then it is possible that either the strip was not properly positioned in the strip recess, or the Debind mode was not selected. Please recheck the mode selection and placement of the receiving strip before attempting to repeat the debind process.

4.0 OPERATING INSTRUCTIONS

4.1 Punching

1. Adjust the punch edge guide to the correct paper length. Check the punch alignment by punching a sheet of paper and folding it in half along the punched edge (See Figure 4-1) Match the holes up, if the corners of the paper match with no overlap, the alignment is correct. If not, readjust the guide and repeat the process until the edges are square.
2. Selecting "Auto Punch" allows you to punch in the automatic mode, by sliding the paper against the automatic trigger switch. Selecting "Foot Pedal Punch" allows you to operate the foot pedal for punching. Selecting "Punch Button" allows you to operate the punch by pressing the "Punch" activation button.
3. After you have selected the punch mode, place the paper fully in the punch throat, and slide the paper to the left against the punch edge guide.
4. To prevent jamming, only 30 sheets of 20 pound bond paper should be punched at one time (fewer sheets if the paper is heavier). Punch one 30 sheet segment of your document at a time, and stack the punched sections on the binding surface. Do not punch more than 4 composition covers or 3 plastic covers at one time.
5. If you try to punch too much paper the Jam-Stopper feature will sense the high paper load, retract the punch pins, and you will hear a beeping sound. Simply separate the paper stack, and punch fewer pages at a time.

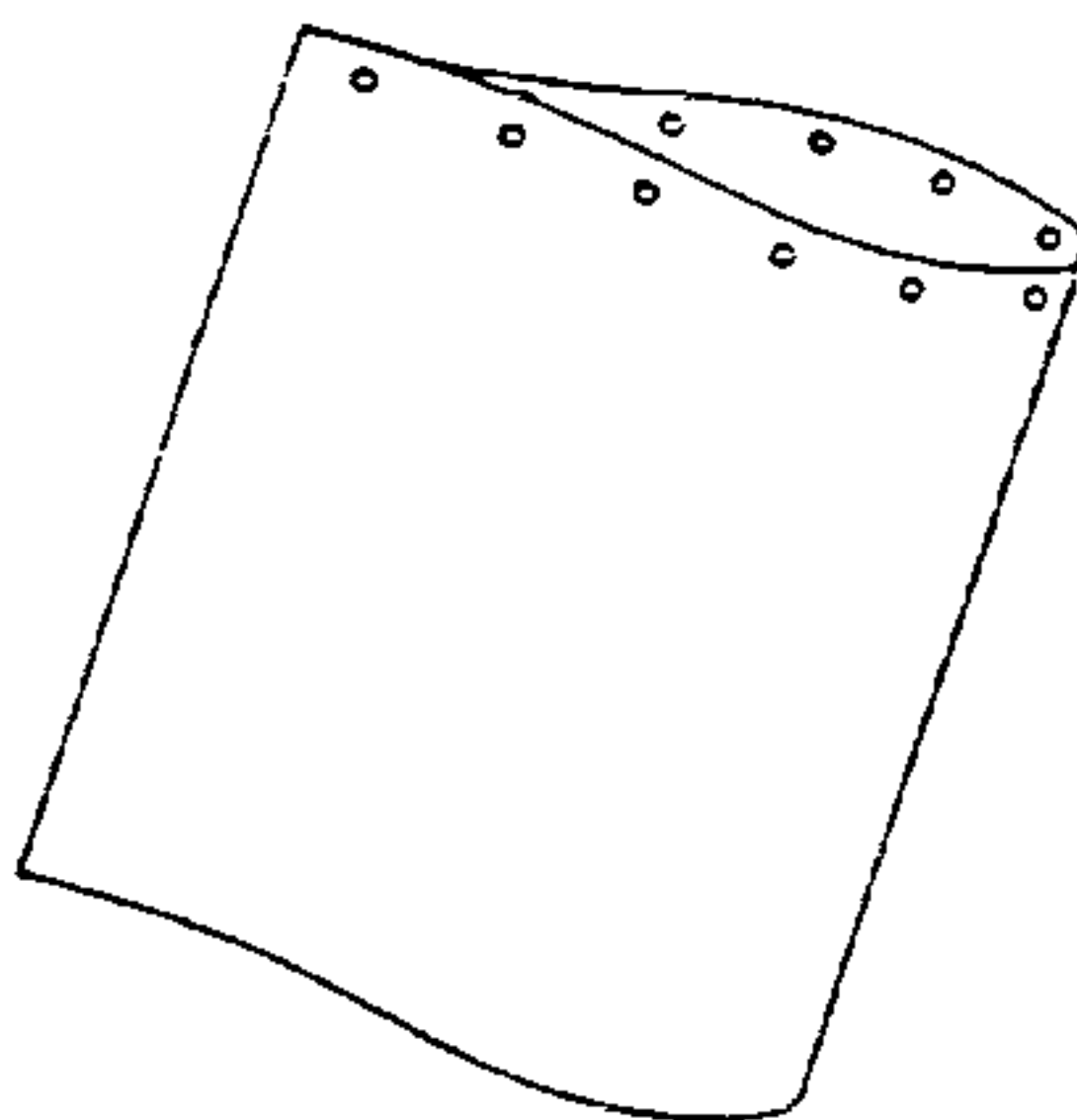


Figure 4-1