

Ibico ibiMaster 400e Binding Machine

User's Manual



Provided By

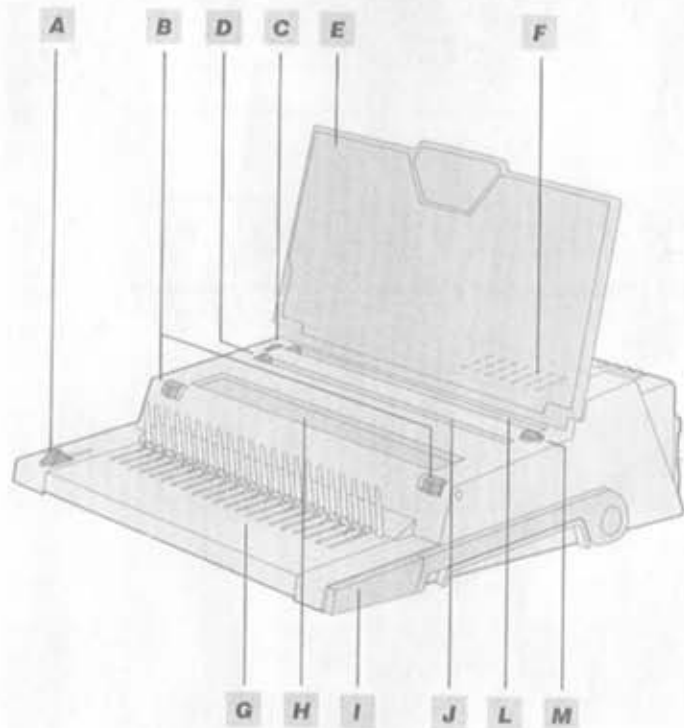
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Desktop Finishing Systems

ibiMaster 400e Instruction Manual





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|------------------------------------------------------|---------------------------------|
| A - Binding Stop Guide | F - Disengageable punching dies |
| B - Punch buttons | G - Binding Table |
| C - Adjustable Side Guide
(for 19-ring) | H - Wire Comb Binding Channel |
| D - Adjustable Side Guide
(for 3-Hole Punching) | I - Binding Handle |
| E - Lid / Document Support | J - 3 Hole Punch Channel |
| | L - 19-ring Punch Channel |
| | M - Margin Depth Selector |

Introduction

Thank you for purchasing the IbiMaster 400E punching and binding system. If used properly, your machine will be virtually maintenance-free and provide years of service. Please read through these operating Instructions carefully and keep them in a safe place for future reference.

Caution!

Your Binding Machine was developed exclusively for punching and binding paper and plastic covers. Only use the machine for this purpose to ensure a long service life.

Take care when binding with Wire Combs that your fingers do not get caught in the binding channel (danger of fingers being crushed!).

The 19-ring and 3-hole punching dies were oiled in production to keep them free from corrosion and to ensure that the parts move easily. Before using, punch scrap paper several times to remove all traces of oil from the dies.

Preparing the machine

- * Place the machine on a sturdy surface.
- * Lift the document lid (E).

Punching (19-ring)

- * Adjust the Side Guide (C) for the paper size being used.
- * Place sheets or covers in the 19-ring punching channel (L).
- * Set Margin Depth Selector (M) to correct setting.

Position 1 = 1/16" margin = 3/16" -1/4" diameter combs
 Position 2 = 1/8" margin = 5/16" -7/16" diameter combs
 Position 3 = 3/16" margin = 1/2" -5/8" diameter combs
 Position 4 = 1/4" margin = 3/4" -2" diameter combs

* Disengage last two punching dies (F) for letter-size documents. Note: The dies can only be engaged and disengaged when the binding lever is in a vertical position.

* Push one of the two punch buttons (B)

* Remove the punched document.

Punching (3-Hole Pattern)

- * Adjust the Side Guide (D) for the paper size being used.
- * Place sheets or covers in the 3-hole punching channel (J).
- * Set Margin Depth Selector (M) to correct setting.

Position 1 = 1/16" margin = 3/16" - 1/4" diameter combs.
Position 2 = 1/8" margin = 5/16" - 7/16" diameter combs.
Position 3 = 3/16" margin = 1/2" - 5/8" diameter combs.
Position 4 = 1/4" margin = 3/4" - 2" diameter combs.

- * Push one of the two punch buttons (B)
- * Remove the punched document.

Binding with Plastic combs

- * Insert the document in the Wire Comb Binding Channel (H) press the binding lever downwards and read off the required comb size from the left-hand scale on the pressure bar (PAPER).
- * Insert the binding comb behind the fingers of the Binding Table (G) open edge facing up.
- * Lift Binding Handle (I). Once lifted, it will release and move to the right.
- * Lower the Binding Handle (I) to open the comb.
- * Lift the Binding Handle (I) and remove bound document.

Binding with wire combs

- * Insert the document in the Wire Comb Binding Channel (H) press the binding lever downwards and read off the required comb size from the left-hand scale of pressure bar (PAPER).
- * Turn over the rear cover sheet onto the front cover sheet so that the comb opening will not be visible later and insert wire comb into punched holes.
- * Slide the Wire Binding Comb Stop (A) to the correct diameter and let it click into place.

6 mm = 1/4" diameter combs
8 mm = 5/16" diameter combs
10 mm = 3/8" diameter combs

12 mm = 1/2" diameter combs
14 mm = 9/16" diameter combs

- * Use your left hand to hold the document and insert into the Wire Comb Binding Channel (H) with the open end of the comb facing downward.
- * Use your right hand to lower the Binding Handle (I) far enough to close the wire comb.

Emptying the Waste Tray

- * Lower lid (E).
- * Set the machine in an upright position.
- * Pull open the tray on the bottom of the machine, empty it and replace.

Technical data

Dimensions (H X W X D)	5" x 16.3/4" x 18"
Max, width of sheets to be bound	11.5" (297 mm)
Number of punching dies	21 (7 are disengageable)
Punching capacity (paper sheets)	max. 12 sheets (#20 lb.)
Punching capacity (plastic covers)	2 covers
Paper stop	adjustable, lockable
Punching depth	4 position adjustable
Max, diameter of binder, plastic	2" (51mm)
Max, diameter of binder, wire	1/2" (14 mm)
Net Weight	32.5 lbs. (14.8 Kg)

(Subject to technical changes without prior notice)

Warranty Information

Ibico punching and binding equipment is warranted for a period of one year from the date of the dealer's sale to the consumer. Excluded from the warranty are the punching dies which are subject to wear.

For service of a unit under warranty, please contact Quartet Mfg. Co./GBC/Ibico Customer Service:

In the U.S.:

(800)541-0094

Ibico, Inc. will repair or replace, at our option, the unit free of charge and return it prepaid. Please include a copy of your paid invoice. Any unit sent without proof of purchase will not be serviced free of charge. Instead, such units will be serviced at the prevailing rates and returned C.O.D.

This warranty extends to any Ibico machine that has been subject to misuse, neglect, accident, if the serial number has been altered or defaced, or if the unit has been opened.

This warranty contains the entire obligation of Ibico, Inc. Unless prohibited by law, neither this warranty nor any other warranty express or implied, including implied warranties of merchantability, shall extend beyond the warranty period. No responsibility is assumed for incidental or consequential damages.

This warranty is valid only within the 48 contiguous states and Canada. Ibico, Inc. will honor this warranty outside this area with the stipulation that all shipping and related charges involved in transporting the defective unit to and from Ibico's premises will be borne by the customer.



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<http://www.ibico.com>



GBC Engineering Change Order

Requested By: Carlos Ventura	Prepared By: Dave Vogel	Facility <input type="checkbox"/> Canada <input type="checkbox"/> Graphics	<input checked="" type="checkbox"/> Plastic Plant <input type="checkbox"/> Nuevo Laredo <input type="checkbox"/> Purch. For Resale	<input checked="" type="checkbox"/> PP Supplies <input type="checkbox"/> PP Equipment <input type="checkbox"/> Booneville
Product Line / Model(s) Affected: C400e	Sales Channel: <input type="checkbox"/> IPFG <input type="checkbox"/> CCG	<input checked="" type="checkbox"/> Europe <input type="checkbox"/> Mexico	<input type="checkbox"/> Education <input type="checkbox"/> S. America	Canada <input checked="" type="checkbox"/> UCCNET <input type="checkbox"/> Other
			Page 1 of 2	Origination Date 5/10/2005

Description and Reason for Change(s):

- Release new die set, part number 7703662 (System, Print, and BOM) - for the C400e
- Release new part number, 7703696 Lower Spacer (System & Print), a component part of the new die set.

ECO Urgency: <input type="checkbox"/> Emergency <input checked="" type="checkbox"/> Immediate <input type="checkbox"/> Phase - In Record	Misc. Requirements: <input type="checkbox"/> Service Bulletin Required <input checked="" type="checkbox"/> Router Change(s) Required <input type="checkbox"/> Implementation S/N Req'd <input checked="" type="checkbox"/> Releasing New SKU	Manufacturing Cost Impact: Forecast: Units Per Year: 8000 Unit Cost Change Annual Cost Change Scrap Cost Rework Cost Tooling Cost Total Cost of Change
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Plant Signatures				Corporate Signatures			
Review Board	Name	Approval	Date	Review Board	Name	Approval	Date
Mfg. Engineer	Dave Vogel	<i>Dave Vogel</i>	6/29/05	Des. Engineer	Colin Knight	VIA E-mail	5/18/05
CAM				Marketing	Jim Brodecki	VIA E-mail	6/29/05
Manufacturing	Carlos Ventura	VIA E-mail	5/18/05	Cost Accounting			
Industrial Eng.				Sales			
Cost Accounting				Sourcing			
Planning	Amber Sheeks	<i>AS</i>	6-29-05	National Service	Rob Piette	VIA E-mail	5/18/05
Quality Control				Logistics			
Pkg. Engineer				Safety	Len Pasieta	DO NOT SIGN	7/13/05
Plant Manager				Engineering Svc	Jose Gean	VIA E-mail	6/29/05

Engineering Document Control	Approval <i>Peterson</i>	Date 7/11/05	ECO No: E10995
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GBC Engineering Change Order

Requested by:

ECO#

Page 2 of 2

Line	Part Number	Drawing No.	New Rel.	Item Status	Item Type	UM	Dwg. Size	Rev Ltr	Inter Chg.	Disposition Type Cost	Item Class	Planner Code	Buyer Code	Supplier Number	Supplier Mgmt Y/N	Country of Orig.	Commodity Code	Lead Time	Router Y/N	Effect Date	
1	7703696		Y		P	EA	B	A1	F	See Below	9A	2	C	17914							
Item Description:										Lower Spacer, Die Set					Ext. Description:						
Release new Part Number & Print.										17914											
2	7703662		Y		M	EA	C	A1	F		9A	2	C	-							
Item Description:										Assembly, Die Set, C400e 20Sh					Ext. Description:						
Release new Part Number & Print - see attached BOM										(BOM same as 7703634 - except: Delete: P/N 7703646 Replace: P/N 7703633 with P/N 7703696)											
3																					
Item Description:										Ext. Description:					Supplier Name:						
4																					
Item Description:										Ext. Description:					Supplier Name:						
5																					
Item Description:										Ext. Description:					Supplier Name:						

GBC Engineering Change Order											Requested by:			ECO#			Page of					
Line	Part Number	Drawing No.	New Rel.	Item Status	Item Type	UM	Dwg. Size	Rev Ltr	Inter Chg.	Disposition	Type	Item Class	Planner Code	Buyer Code	Supplier Number	Supplier Imanage Y/N	Country of Orig.	Commodity Code	Lead Time	Router Y/N	Effect Date	
2	7703662		Y		M	EA		A1	F													
Item Description: Die Set Assembly, C400e 20Sh										Ext. Description:					Supplier Name:							
Component Number	Description - SEE ATTACHED MARKED BILL		Add / Chg / Del	Bubble #	Old Qty	New Qty	Notes					Effective Date										

BOM300D2-01 **** GBC BPCS V1.0 PRODUCTION **** PT0444DA 5/11/05
 GBCAS001 ~~7703662~~ B.O.M-FORMULA-RECIPE Inquiry Indented DXVOCAO 13:19:33
 Parent ~~7703662~~ Facility M5 Method Effective
~~2300~~ DIE SET ASSY, C400e 20Sh Class 9A Lead Time 7
 Standard Batch Size 1.000 Lot Size 1.000 On Hand .000
 Formula/Drawing Number PROE Revision Number ~~11~~
 Item Type M ECO# ~~210686~~

Level	Component	No.	Description	U/M	Qty Required	Scrap	Itm Typ
1	7703534	20	SPACER, UPPER.	EA	1.000000	1.0000	P
1	7703662 7703696	40	LOWER SPACER, ELECTR.	EA	1.000000	1.0000	P
1	7703537	60	PUNCH PIN, PB	EA	19.000000	1.0000	P
1	1907410	80	SCR SLT HEX W/WSR 10	EA	2.000000	1.0000	J
1	1954103	90	PIN 1/4-DIA X2IN LONG	EA	2.000000	1.0000	J
1	7703646	100	SHIM, DIE SET	EA	1.000000	1.0000	P
1	1931508	110	SPRING PIN HD .0105X.	EA	19.000000	1.0000	J
1	1931509	120	SPRING PIN 3/32.	EA	19.000000	1.0000	J
1	7703583	130	TRANSPORT SEPERATOR, D	EA	.001000	1.0000	P
1	7703525	140	DIE PLATE KIT-NOPA PB	EA	1.000000	1.0000	P
.2	7703543	10	DIE PLATE, MIDDLE.	EA	1.000000	1.0000	B
.2	7703539	20	DIE PLATE, TOP.	EA	1.000000	1.0000	B
.2	7703532	30	DIE PLATE, BOTTOM.	EA	1.000000	1.0000	B
1	7703719	150	SHIPPING PAD 27-1/8X2	EA	.060000	1.0000	P
1	9781413	160	CARTON SYSTEM TWO	EA	.010000	1.0000	P
1	6007004	170	SHIP PALLET 25X31, HR	EA	.010000	1.0000	P
1	1620077	180	TOOL AMORT. P200,300	EA	1.000000	1.0000	B
1	6006052	190	DESSICANT BAG	EA	.100000	1.0000	P