

# TECHNICAL INFORMATION

<b>Punching Operation</b>	Electric (Foot Pedal / Manual Switch)
<b>Inserting Operation</b>	Electric (Foot Pedal)
<b>Pitch</b>	4:1 (0.25")
<b>Hole Size</b>	Round (4mm)
<b>Disengageable Dies</b>	All 46
<b>Punching Length</b>	Letter / A4
<b>Punching Capacity</b>	Up to 20 Sheets (20lb paper)
<b>Binding Capacity</b>	Up to 1" (Electric) / Up to 2" (Manual)
<b>Weight &amp; Volume</b>	49 lbs & 1.9 CbFt
<b>Warranty</b>	1 year

# AlphaCoil-E

Electric Coil Punching and Inserting Binding Machine

## OPERATIONAL MANUAL

### INTRODUCTION

Congratulations on the purchase of your new AlphaCoil-E, a professional electric coil punching and inserting binding machine. Your AlphaCoil-E was designed with a full range of functions & safety features, along with premium quality components to guarantee an effortless and pleasant book binding experience, as well as many years of trouble-free service.

### IMPORTANT

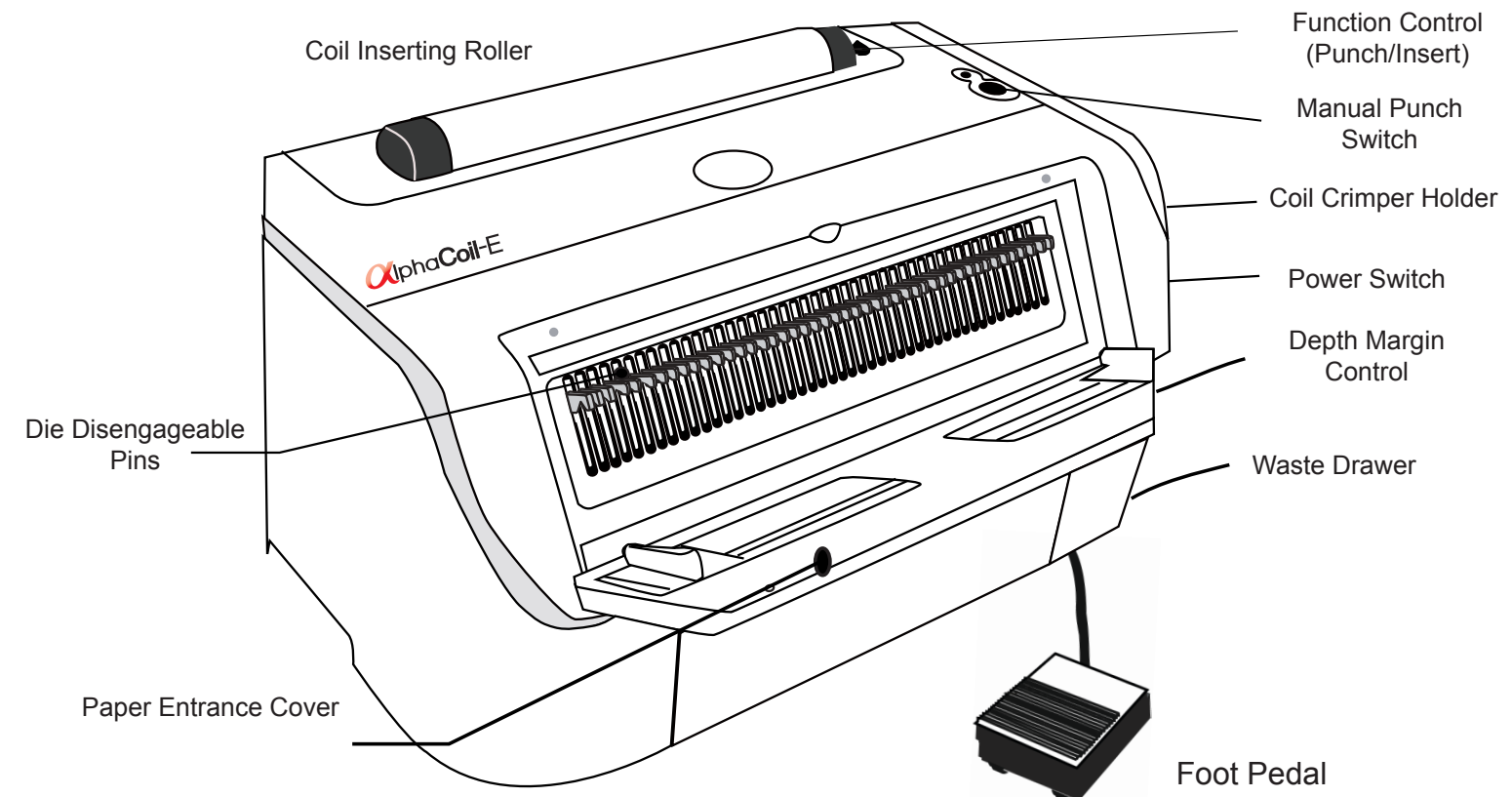
We recommend that you take a moment to familiarize yourself with the functions of your AlphaCoil-E. Make sure you read all the features and safety instructions, and follow these guidelines to install, operate and maintain your AlphaCoil-E. You will find that with just a little practice, any person can achieve professional results.

## WARRANTY POLICY

YOUR AlphaCoil-E 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 MISTREATMENT OF THE UNIT, INCLUDING ANY EXTRAORDINARY EVENT LEADING TO THE DAMAGE OF THE MACHINE, WHETHER IT IS REVERSIBLE OR NOT.

IF THE AlphaCoil-E 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 IS NOT COVERED BY OUR WARRANTY POLICY.

## FEATURES



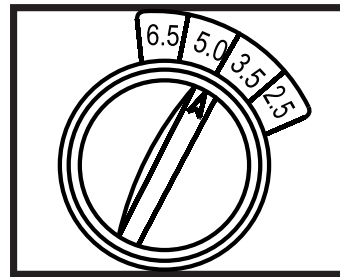
# ASSEMBLY & SAFETY INSTRUCTIONS

1. Place your new **AlphaCoil-E** on top of a sturdy working table.
2. Plug the power cord and foot pedal cord to the back of the machine.
3. Turn on the Power Switch. Recommended: Switch the Function Control between PUNCH & INSERT and press foot pedal to test the electric punch and coil inserter.
4. Keep fingers, hair, jewelry, necktie and any loose clothing or objects away from roller, as they may be accidentally pulled into the roller.
5. Do not allow children to operate the machine. The **AlphaCoil-E** is not a toy.
6. Always turn switch-off and place foot pedal out of reach when machine is not in use.
7. To reduce the risk of electric shock, never operate the **AlphaCoil-E** near water.
8. Do not use the **AlphaCoil-E** if power cord is damaged.
9. Do not allow the electric cord to be in contact with hot surfaces.
10. In case of malfunction, return the unit to your distributor for service. This equipment does not contain any part that can be serviced by the consumer or operator.

## SET-UP

1. Use the table below to determine the Coil Diameter to be used based on Sheet Capacity.
2. Use the table below to determine the Depth Margin and turn the Depth Margin Control dial to the correct setting.

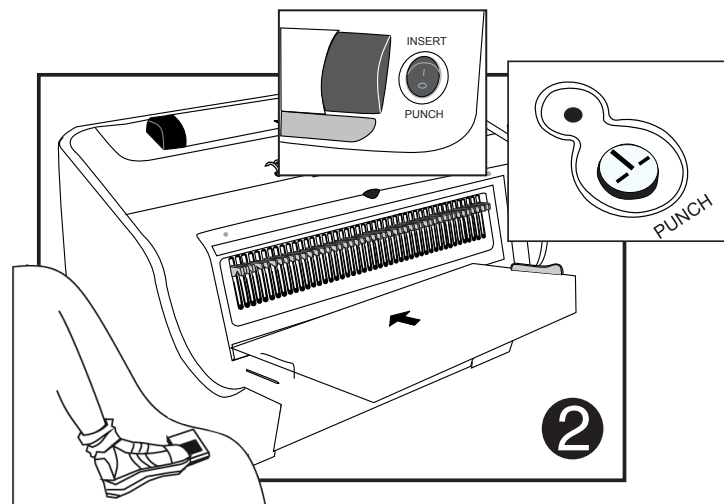
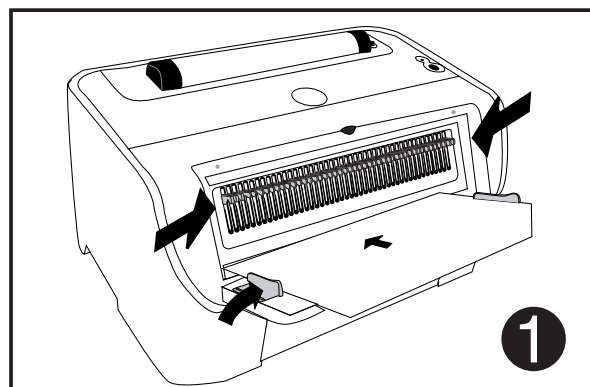
Coil Diameter	3/16"	1/4"	5/16"	3/8"	7/16"	1/2"	9/16"	5/8"	3/4"	7/8"	1"
	4.8mm	6.9mm	8.0mm	9.5mm	11mm	12.7mm	14.3mm	16mm	19mm	22mm	25.4mm
Sheet Capacity	20	40	55	70	85	95	110	120	155	190	220
Depth Margin	2.5			3.5				5		6.5	



*Note: The Depth Margin guide above is meant as a point of reference only. Some adjustment is needed to suit individual preference.*

## PUNCHING

1. Open Paper Entrance Cover. Place documents on the paper feeder. Adjust the Side Margin Guides to fit the paper size. Disengage any pins on either side of paper that would punch off the edge of the paper.
2. Make sure the Function Control is set on PUNCH. Insert sheets and press Foot Pedal or Manual Punching Switch to punch.

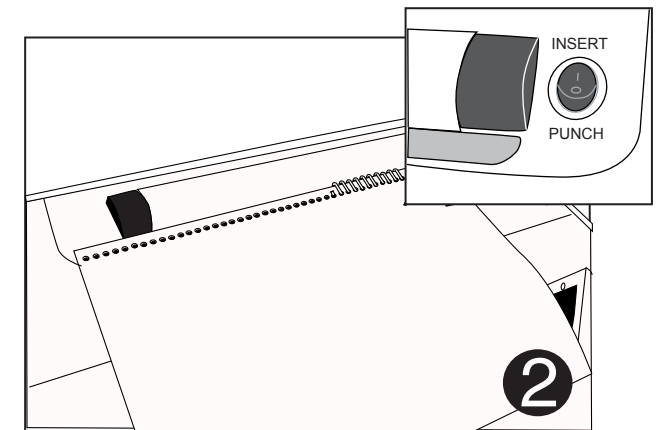
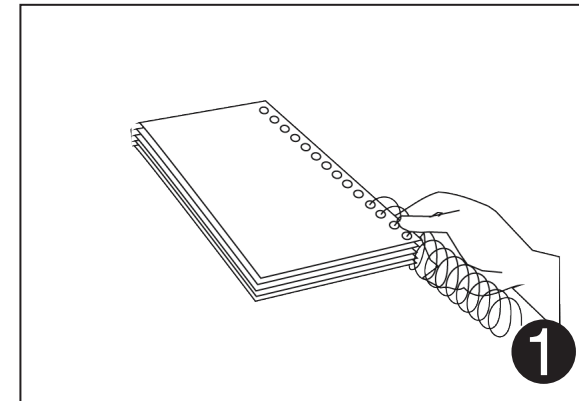


## TIPS

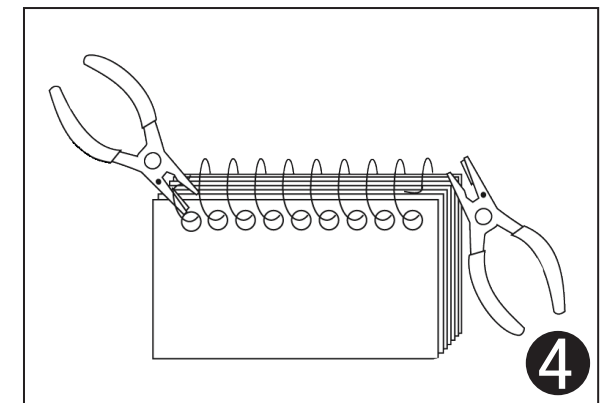
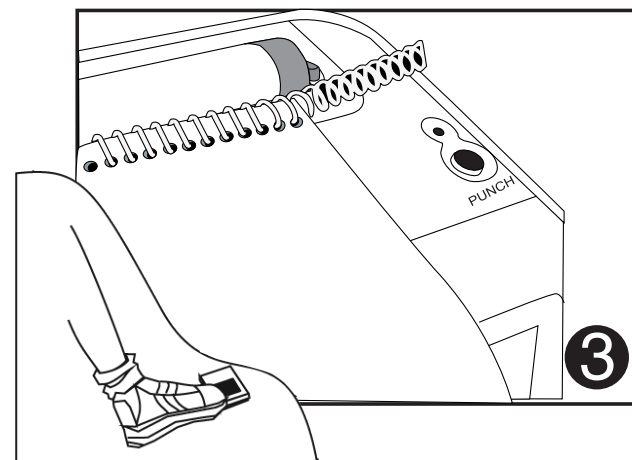
- Use a test sheet to punch. If there are any holes running off the right and left edges of the punched paper, disengage the appropriate pins above.
- When punching PP or PVC, punch no more than 2 sheets at a time.
- Make sure to punch the front and back covers together to ensure an even binding.
- For maximum equipment durability, punch less than 15 sheets of 20lb paper at a time.
- Check and empty the Waste Drawer frequently. Overfilled Waste Drawer may damage the machine.

## COIL INSERTING (BINDING)

1. Align punched document. Place document on top of machine or table and insert the coil into the first 4 to 5 holes from the right hand side.
2. Make sure the Function Control is set on INSERT.



3. Press Foot Pedal. The coil will automatically move forward inserting itself into the holes. After the coil is inserted completely to the document, IMMEDIATELY pull document away from the roller AND/OR let go of the foot pedal. **REMARK:** If coil is over-inserted, simply flip the document over and proceed with Step 3 again.
4. Use the coil crimper to cut off excess coil and also crimp the ends to avoid document from unbinding.



5. Upon completion of coil insertion, be sure to put the crimper back in the Coil Crimper Holder.

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