Atlas 300 Mono

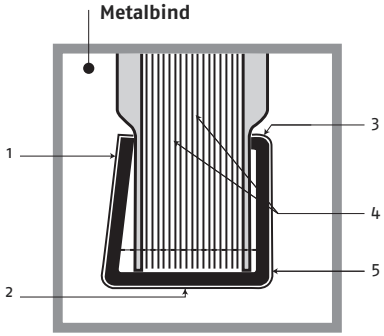
User's guide

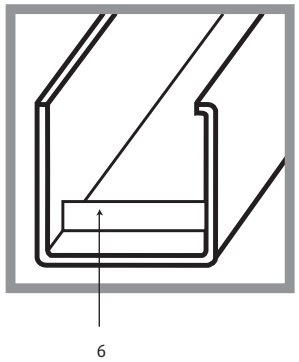
GB

Contents:

1 METALBIND system Metalbind®

Atlas 300 binding machine was designed to bind documentation with channels and covers of Metalbind system (available from OPUS). After assembling the Image Press device it is possible also to make hot stamp imprintments on covers.



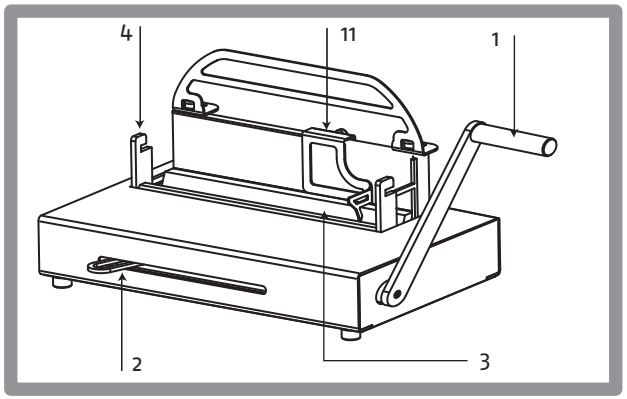


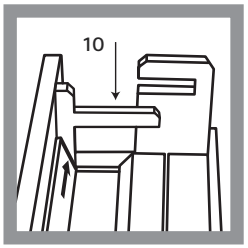
6 – special protrusions help to centre the document within the channel and to protect it against movements along the channel

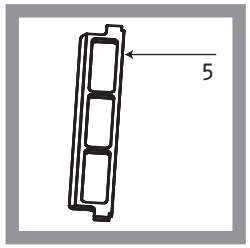
This is the strongest binding method
because covers and pages are kept from the out side by a channel

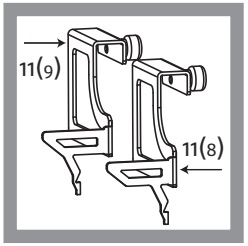
1 – the back wall of the channel is bent to keep covers and pages
2 – the channel is covered with linen embossed clothing
3 – the special shape of the channel for perfect look of the document
4 – pages are not harmed by the channel
5 – the front wall is never deformed

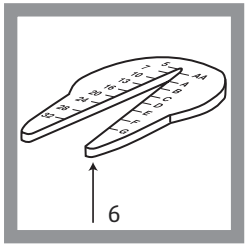
2 DESCRIPTION – ATLAS 300



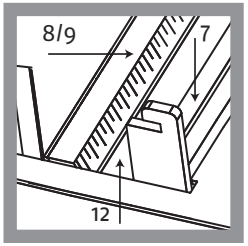


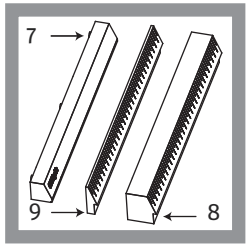


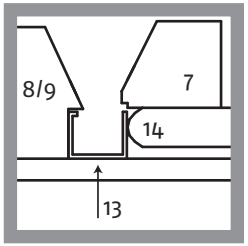




1 – arm
2 – adjusting handle
3 – binding slot
4 – hooks
5 – debinding wedge
6 – device for channel spine size selecting
7 – magnetic guiding bar
8 – guide & bind bar (thin)
9 – guide & bind bar (thick)
10 – side limiter
11 – moving limiter for guide & bind bar: thin (8) and thick (9)
12 – place for channel
13 – channel
14 – binding jaw







3 IMPORTANT SAFEGUARDS

- The machine should be positioned on sturdy and level surface
- While binding, do not put your fingers into the binding slot
- Be careful when moving the wedge (heavy)

4 PREPARATION TO WORK

Unpack the machine and install the metal bail on the housing (the adequate holes are drilled in the housing and screwed bolts). Screw the arm (1) to the machine using the allen wrench attached. In the shelves at the bottom of the machine there are two guide&bind bar and B and debinding wedge.
Three bars are included to the machine: magnetic guiding bar (1) – with magnet, allows to insert the documentation into the channel easily, guide&bind bar (8) thin – with a ruler, **to be used with 20–32 size channels**, helps to insert the document into the channel, guide&bind bar (9) thick – with a ruler, **to be used with 5–16 size channels**, allows to place the document into the channel and reduces the size of the binding slot. The shape of bars is specially designed to make inserting the documentation in the channel as easy as possible. Put the magnetic guiding bar (7) on the movable binding jaw and insert the guide&bind bar (8/9) by the back wall of the binding slot (3). The cut side of each bar should be directed to the inside of the binding slot (3).
The machine is ready to work.

5 BINDING

Important! If you are going to use Atlas 300 to bind and hot stamp on the same cover, remember to hot stamp an inscription first and then bind the document. Therefore, in such case, before binding refer to the user`s guide of Image Press device (on the following pages of this manual) to make the hot stamping.

1. Use the device (6) to choose the proper channel size (when measuring the thickness use only sheets without covers). The channel sizes and corresponding number of pages you can bind with them are shown in the table.

Channel size	H/p/H	H/p/T	S/p/S	O/p/O
5 (MINI)	18–3	18–33	18–34	18–38
7	32–60	34–63	35–63	39 – 67
10	61–89	64–92	64 – 92	68 – 97
13	90–118	93–121	93 – 121	98 – 126
16	119–148	122 – 150	122 –150	127 – 155
20	149 – 186	151 – 189	151 – 189	156 – 194
24	187 – 225	190 – 228	190 – 228	195 – 233
28	226 – 264	229 – 266	229 – 267	234 – 271
32	265 – 303	267 – 305	268 – 308	272 – 310

H/p/H – hard cover/pile of pages/ hard cover
H/p/T – hard cover/pile of pages/transparent cover
S/p/S – soft cover/pile of pages/soft cover
O/p/O – pile of pages bound only with a channel

Important! The thickness of the documentation to be bound must be at least 1,8 mm (with the cover). If the documentation is thinner, it is necessary to use the filling strips (e.g. O.Filling Sticky available from OPUS) to make it thick enough.

2. Make sure the binding bars are correctly inserted into the binding slot (3) (see:preparation to work).

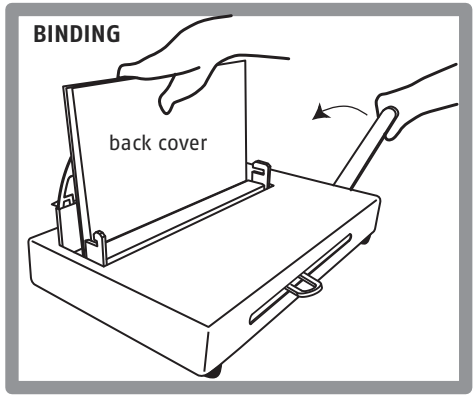
Important!
- **for 5–16 mm channels – insert a thick guide&bind bar (9) by the back wall of the binding slot**
- **for 20–32 mm channels – insert a thin guide&bind bar (8) by the back wall of the binding slot**

3. Set the bail so that the cover is parallel to the debinding plate.
4. Lift the arm (1) maximally up.
5. Move the adjusting handle (2) maximally to the left
6. Insert the channel in-between the bars (7 and 8/9). If using A4 format, move the channel maximally to the right, close to the side limiter (10). In case of a duct smaller than A4, apply a movable limiter (dependent on insert used, apply an adequate 11(9) or 11(8) limiter). The position of movable limiter can be determined by means of a scale on insert (position = half of duct length).
7. Move the adjusting handle (2) to the right until you feel the resistance.
8. Even a pile of paper, put it between the covers; check if the pages are centered in relation to the edges of covers.
9. Put the documentation into the channel.

- If using A4 format, move the documentation maximally to the right, close to the side limiter (10). Make sure the pages are placed in-between the channel incisions (except for 5mm O.CHANNELS and all O.SIMPLE CHANNELS which do not have incisions)

Note! Make sure the back cover is placed in front of you.

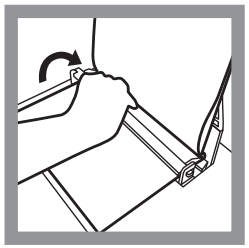
10. Press the arm (1) down holding the documentation at the same time and then lift the arm (1) up.
11. Move the adjusting handle (2) to the left to take out the bound documentation.

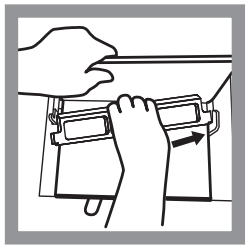


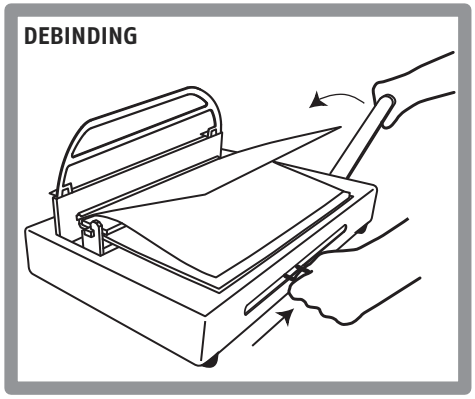
Important!
In some cases (e.g. too big channel size comparing with the number of pages) it may happen that the documentation is not bound properly. In such case, after lifting the arm (1), move the handle (2) to the right until you feel the resistance and then repeat step 9.

6 DEBINDING

1. Put the document on the machine (back cover up).
2. Push the bail maximally to the back. And disassemble moving limiter for guide & bind bar.
3. Lift the arm (1) maximally up.
4. Open the document a few pages away from the back cover.
5. Fit the right edge of the wedge (5) in the right hook (4).
6. Move the left end of the wedge (5) over the left hook (4) and fit it there.







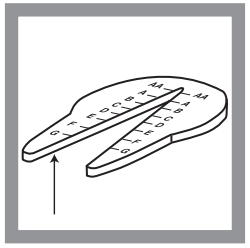
7. Move the adjusting handle (2) to the right.
8. Press the arm (1) firmly down holding the handle (2) at the same time.
9. Raise the arm (1) up, move the adjusting handle (2) to the right and press the arm (1) down again. Repeat for several times.
10. Lift the arm (1) up, loosen the adjusting handle (2) and remove the document together with the wedge (5), then take the wedge (5) out of the document carefully.
11. Make the planned changes to the document. The cover may be re-used (a maximum of three times).

7 CHANNELBIND

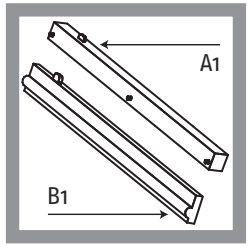
Accessories enabling binding and unbinding of covers of the CHANNELBIND system.

• cover thickness selection tool (dig 1) • 2 binding inserts /A1 and B1/ (dig 2)
• unbinding key (dig 3)

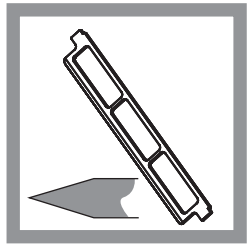
Dig 1



Dig 2



Dig 3



channel dimension	number of bound sheets
5mm (AA)	soft cover 15-40 hard cover 20-40
10mm (A)	41-95
13mm (B)	96-125
16mm (C)	126-150
20mm (D)	151-190
24mm (E)	191-230
28mm (F)	231-265
32mm (G)	266-300

Binding and unbinding of covers of the CHANNELBIND system is performed analogous to binding with METALBIND system, but: Measure the thickness of sheet pile to be bound means of the cover selection tool and select appropriate cover.

The bound documentation must have thickness of at least 1,8 mm (without cover). If the documentation is thinner, it is obligatory to use filling strips (e.g. 0•Filling Sticky available at OPUS), to increase the thickness of bound documents. When using covers up to 16 mm size (C), put before binding both binding inserts A1 and B1 to the binding slot and when using covers with size over 16 mm, put only one B1 insert into the binding slot.
Depending on amount of inserts used during binding, position of the bow can be appropriately adjusted. If in the binding slot there is only one B1 insert, the bow should be moved to the front end position, in case of binding by means of two inserts A1 and B1 the bow (5) should be moved to the back end position.

8 IMAGE PRESS DEVICE – SAFETY INSTRUCTIONS

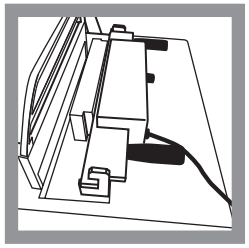
Image Press device is available in OPUS offer.

- Before putting the machine into operation please read the safety precautions, manufacturer recommendations and the operation manual
- The operation manual should be easily available at any time for the operator
- The machine must not be placed near the heating units or ventilation units
- The machine should not be used in vicinity of inflammable liquids or gases
- The machine may be supplied only through the original cord. A mains socket must be provided with efficient earthing. The supply voltage must be consistent with the parameters specified on the technical plate positioned on the machine housing. Disobeying the above rule may result in electric shock or fire.
- The supplying cable should be protected against any damage, must not be used to pull the machine or to remove the plug from a socket
- Making any changes in the electric circuit or the supplying cable may result in electric shock
- During a long standstill or before replacing the machine, the plug should be removed from a mains socket
- Before replacing the machine it is necessary to check if the heater cooled down in order to avoid destroying the surface on which the machine will be placed as well as avoid the burn

- After work turn off the device using a main switch
- The machine is turned off completely after removing the plug from a socket
- The machine should be kept away from children reach
- Danger! The machine contains heating area – pay special attention!
- The machine must not be used for any other purposes than those indicated in the operating manual
- It is necessary to check and supervise if the machine operates correctly. In case of any malfunctions, contacting the servicing point is required
- The machine must not be located outside, should be operated in room temperature higher than +8ºC
- Before removing any cover from the machine, the plug from a socket should be removed necessarily
- Using inappropriate lubricants causes the fire hazard
- The machine should be operated according to general safety rules
- Any repairs can be conducted only by authorized staff

The Image Press device was designed to make hot stampings on Metalbind covers. The use of fonts makes it possible to compose any inscription (various kinds of fonts, also in various languages and sizes, are available) It is also possible to prepare a special matrix (e.g. logo).

9 PREPARATION TO WORK

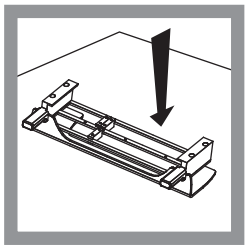


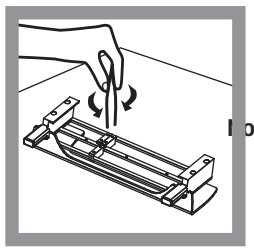
1. Remove the guide&bind bar (8) and the filling bar (9) from the binding slot.
2. Push the bail maximally to the back and disassemble moving limiter for guide & bind bar.
3. Lift up the arm (1), move the adjusting handle (2) maximally to the left.
4. Assemble the Image Press device on the hooks (4) (see the picture).
5. Insert the plug into a mains socket.
6. Turn on the switch (it is placed at the front of the housing, in the left corner). The switch starts to light.
7. Set the temperature regulator on 100˚C.

Wait until the led "READY" lights. That means that the required temperature is achieved and the machine is ready to work.

Important!
The best results for hot stamping when using Opus supplies (hot stamping foil and covers) are obtained with the set heater temperature of 100ºC. However, if the stamping results are not satisfactory, a change in the settings may be necessary. In such case turn the temperature regulator right (to increase the temperature) or left (in order to decrease the temperature).

10 PREPARING THE FONTS

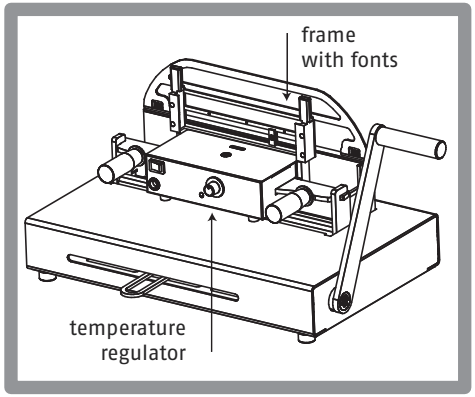




1. Put the frame on the holder; compose a required text by putting suitable fonts into the frame.

Note! The fonts should be put in and taken out by means of special pliers. The ends of the pliers should be inserted into the holes in the fonts.

The holes enable to distinguish between the top and the bottom of a font. The bottom hole of a font is larger or located closer to the edge (3.2 mm and 4 mm high fonts, because of their small measurements, have only marker at the bottom).



Important! If the frame/fonts were previously used or located in the device, wait for 5–10 until they cool down. DANGER OF BURN!

2. Lock the text in the frame by means of the stops.
3. Put the frame (with the fonts in) on the heaterl of the Image Press.

Important! Do not touch the heater when putting the frame – DANGER OF BURN!

4. Wait for 1–2 minutes until the fonts are hot.

11 PREPARING THE MATRIX

You can order a special, customized matrix (0.Matrix) from OPUS, made according to your own design. You can also use your own matrix, however, in this case you need to use also a special tape (0.Mounting Tape) and a plate (0.Matrix base).

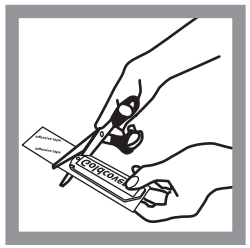
Important! The available stamping area of the matrix is max. 13 cm².

A. 0.Matrix (customized matrixes ordered in OPUS)

1. Put the 0.Matrix into a special frame (0.FRAME MATRIX – depending on matrix size).
2. Insert the frame onto the heater and wait until the matrix is hot.

B. Customer's matrix

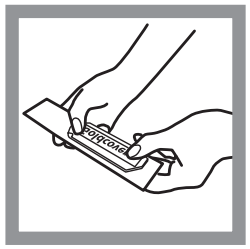
1. Stick the tape to the back of your matrix (by taking off the protection layer) and cut it along the matrix edge.
2. Stick the matrix to 0.Matrix Base.



Note! Before sticking the matrix, make sure that the inscription/logo on the matrix is parallel to the bottom edge of the plate (0.Matrix Base)

3. Put the base with a matrix on it into 0.Frame Matrix GP.

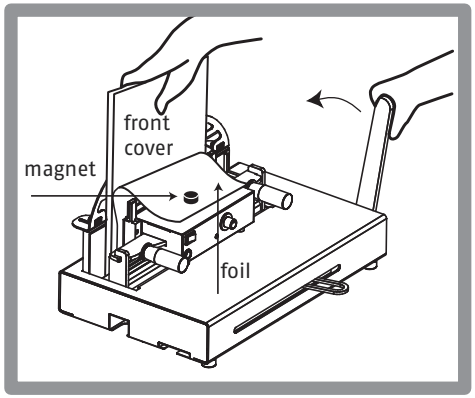
Note! In case of customized matrixes only 0.Frame Matrix GP can be used.



4. Put the frame on the back wall of the Image Press (see: point 3 – section "Preparing the fonts").

Note! The heating time of a matrix depends on its size and can vary from few to tens of minutes. Therefore it is necessary to conduct a test to check if the matrix is hot enough.

12 HOT STAMPING ON COVERS

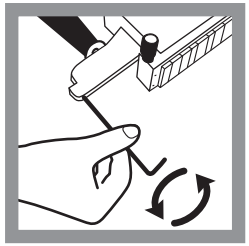


1. Put the front cover into the binding slot. Make sure it is placed upside down.
2. Put the piece of hot stamping foil between the cover and the frame.

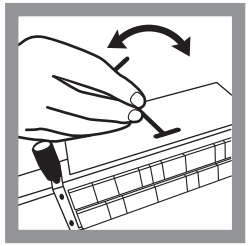
Note! Use the magnet to fix the foil to the Image Press and avoid slipping down of the foil.

3. Move the adjusting handle (2) to the right (until you feel the resistance) holding the cover at the same time.
4. Press the arm (1) down holding the cover at the same time.
5. Lift the arm (1), move the handle (2) to the left.
6. Take the cover out of the binding slot, take off the foil.

Note! If hot stamping is uneven You can adjust the heater vertical or horizontal. To do this, use Allen wrench – size 2.



a) Horizontal heater inclination adjustment – if the pressure is bigger on the right side, the screw need to be rotated to the left (see the picture). However, If the pressure is bigger on the left side, the screw need to be rotated to the right

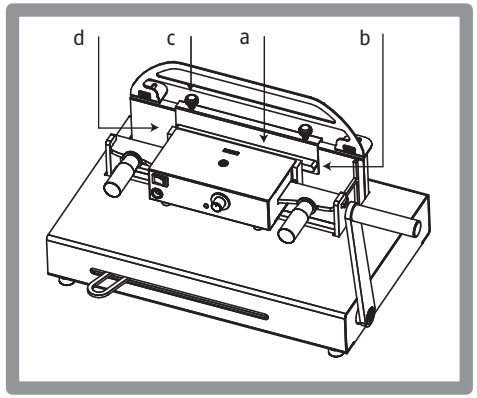


b) Vertical heater inclination adjustment – if the pressure is bigger in the upper side, the screw need to be rotated in to the right side (see the picture). However, if the pressure is bigger on the bottom side, the screw need to be rotated to the left

13 HOT STAMPING ON *O•CHANNEL* BINDING CHANNELS

With Atlas 300 it is also possible to hot stamp on 0.CHANNELS (binding channels covered with clothing) from Opus. A 0.Goldchannel Base IP device (available as additional equipment) is necessary for the process.

1. Mount the changeable part (b) on the base (a) (pins of the base (a) should fix into the holes of changeable part (b)). Make sure the size of the changeable part (b) (indidicated on every part) is the same as the size of the channel you want to hot stamp on.
2. Put the channel on the changeable part (b). Make sure the bent side of the channel is located closer to the adjustment screws (c).
3. Hang the base (a) (with the channel) on the de-binding support (d) of Atlas 300 Image.

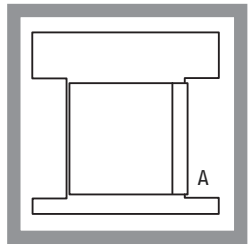


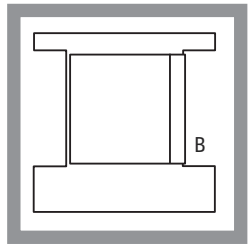
Note! The adjustment screws (c) allow to regulate the position of hot stamped text:
- **by turning the screws (c) clockwise the text line moves closer to the bottom edge of the channel**
- **by turning the screws (c) counter-clockwise the text line moves closer to the upper edge of the channel**

4. There is possibility of hot stamping on the ends of 0.Channel. Move the channel left or right on changeable part (b). Before it, detach side limiter (10) by unscrewing it with wrench allen key attached to Atlas 300.
5. Follow the same steps as in case of hot stamping with standard 0.Fonts.

Note! Hot stamping on channels is possible using 5,5mm, 6mm or 9mm fonts only. Frames 1L5,5, 3L5,5 (text should be placed in the middle line), 1L6, 1L9 should be used respectively.

14 HOT STAMPING ON CD/DVD *CDCOVERS*





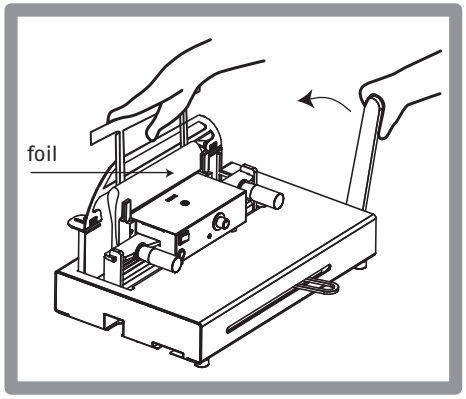
CDcover Base IP (available as additional equipment) enables to hot stamp on CDcover cases using Atlas 300. All those are available from Opus.

1. Put the CDcover Base IP inside the CDcover. Two different compositions, depending on the area where you want to hot stamp, are possible:

- To hot stamp a text in the center of the CDcover, direct the narrower edge of the base (A) down
- To hot stamp a text in the upper part of the CDcover, direct the wider edge of the base (B) down

Note!
- **the CDcover case must be placed upside down (i.e. the spine of the case is always on the right)**
- **the rubber pad of the base (at the back) should be put onto the plastic part of the CDcover case (where CD or DVD is inserted)**

2. Insert the CDcover Base IP (with the CDcover) into the binding slot of the Atlas 300 IMAGE machine. Depending on the kind of CDcover move the base:



- maximally to the right , if hot stamping on CDcover with the margin
- maximally to the left, if hot stamping on CDcover without the margin

3. Follow the same steps as in case of hot stamping on standard covers.

Important! The Image Press device contains a heating element. Therefore if it is disassembled right after using, make sure that the surface you are going to place the device on will not be destroyed. For this reason, we recommend to keep the device on the hooks until it cools down.

14 TECHNICAL DATA – ATLAS 300 MONO

- Binding capacity .....300 sheets*
- Net weight .....17.0 kg
- Gross weight .....18.0 kg
- Dimensions (WxDxH) mm 418/269/65
- Net weight of Image Press .....2.0 kg
- Gross weight of Image Press .....2.2 kg
- Power 230V/50Hz
- Average energy use 100W
- Max energy use 600W
- Dimensions of Image Press (WxDxH) mm 335/125/88

TECHNICAL DATA (USA version)

- Binding capacity .....300 sheets*
- Net weight .....37.4 lbs
- Gross weight .....39.7 lbs
- Dimensions (WxDxH) inch 16.4/10.6/2.5
- Net weight of Image Press .....4.4 lbs
- Gross weight of Image Press .....4.8 lbs
- Power.....110V/50Hz
- Average energy use 100W
- Max energy use 600W
- Dimensions of Image Press (WxDxH) inch 13.1/4.9/3.4

* the tests were made on 80g/m² substance paper

26.10.12

DECLARATION OF CONFORMITY

CE

OPUS Sp.z o.o. hereby declares that the machine specified below is in accordance with the following directives and standards:

2006/95/WE; 2004/108/WE

PN-EN 60335-12004 +A1:2005+ A2:2008; + A12:2008+ Ap1:2005+ Ap2:2006;

PN- EN 55014-1:2001; PN-EN50081-1:1996

Name: OPUS Sp. z o. o.

Address: ul. Toruńska 8, 44-122 Gliwice

Type of the machine: Hot stamping machine

Model No: IMAGEpress

Place: Poland

Date: 12.08.2011

Full Name: Krystian Nawrat

Signature