

P33 Docu-Punch®

Automatic Punching Machine

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UniCoil® are registered
Trademarks of
James Burn International
Patent Pending

Operating Manual



Issue : 3.1
230v
0081 onwards

November 2001

To: Installation Agent

***After installing this machine, always
leave this manual on the machine.***

JBI James Burn Int.

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Introduction

Thank you for buying a P33 Docu-Punch® Automatic Punching Machine from James Burn International SA. This instruction manual has been prepared to help you get the most from your new machine.



NOTICE



Read this manual thoroughly before installing your P33 Docu-Punch® Machine.

It is essential that you read all the instructions to ensure a safe and correct manner for operating the machine. Misuse of the machine could be extremely dangerous and lead to injury.

This manual contains recommendations and instructions for installing, adjusting, operating and maintaining your punching machine.

Failure to read this manual could result in personal injury or damage to your equipment, for which we accept no liability.

This manual is a necessary and permanent part of your punching machine and must be kept with the machine.

Note:

This manual gives you general guidelines for installing and operating your punching machine. It does not cover every question you may have or every situation that can occur, in which case you should contact your agent or one of the JBI offices listed overleaf.

Also in an ongoing effort to improve the quality and performance of this punching machine, James Burn International S.A. reserves the right to carry out changes to the machine.

Introduction

If you have any questions about your Punching Machine or this manual, please contact your local James Burn International agent or one of the following JBI offices:

1. James Burn Europe BV
Postbox 889
7321 BC Apeldoorn
The Netherlands

Tel: +31 (55) 539 4822
Fax: +31 (55) 539 4829
2. James Burn International
Douglas Road
Esher
Surrey KT10 8BD
England

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Web: www.jamesburn.com
3. James Burn International SA
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61304 L'aigle Cedex
France

Tel: +33 (0)2 33 84 21 50
Fax: +33 (0)2 33 84 21 51
4. James Burn International AB
Box 4093
S-20312 Malmo
Sweden

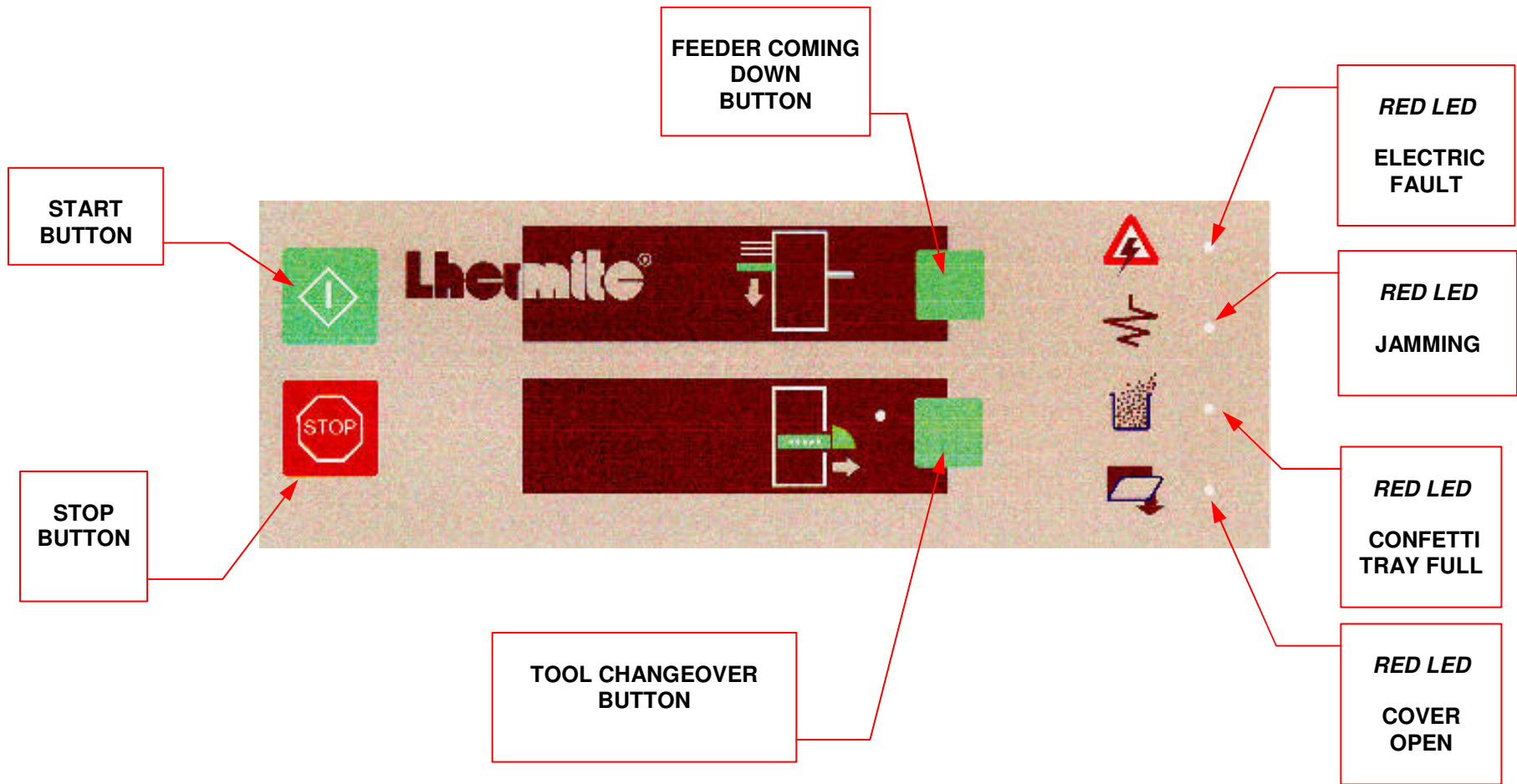
Tel: +46 (0)40 733 55
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5. James Burn International SA
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6. James Burn International
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Tel: (914)-454-8200
Fax: (914)-454-8208

Web: www.wire-o.com
7. James Burn Singapore Pte Ltd
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Tel: +65 846 4944
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1. Using your Punching Machine Safely

Learn to recognise safety information and understand the following symbols which appear on your machine.



CAUTION

If dropped this part could cause personal injury.



WARNING

Keep fingers away from the pick-up beak to avoid personal injury.

WARNING LABEL
 WARNING: Keep fingers away from the pick-up beak to avoid any personal injury

SOUND LEVEL MEASURING AREA
 (Higher noise level)
 Noise testing is done with a sonometer TESTO 815 which has to be in compliance with the following standard: 651 CEI class 3
 Resolution: 0.1 db
 Maximum level of noise during operation: 73 db(A)
 Measurements have been carried out 1 metre from the source of noise.

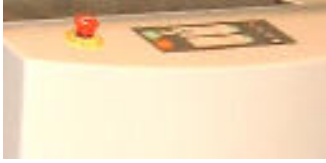


WARNING LABEL
 If dropper this part could cause personal injury

WARNING
 Disconnect the mains supply before removing this cover

1. Using your Punching Machine Safely

Additional Safety Information:



Emergency Stop Button



WARNING

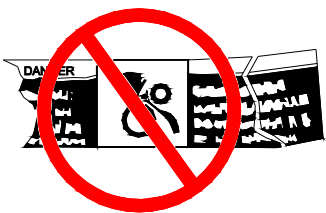
To avoid causing damage it is strictly forbidden to lift the Reception Unit.



WEAR SAFE CLOTHING

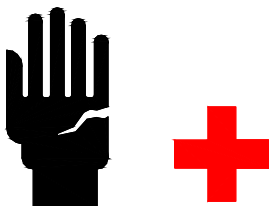
Secure all loose clothing - such as neckties or scarves whilst operating your punching machine, and keep loose hair tied back.

Safety footwear should always be worn when moving this machine.



KEEP SAFETY LABELS CLEAN AND IN GOOD CONDITION

Do not remove any safety labels from your punching machine. Keep all labels clean and legible. Replace any missing or damaged labels.

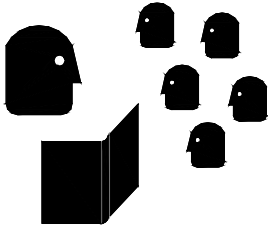


BE PREPARED FOR EMERGENCIES

Be prepared for fires, injuries or other emergencies. Keep a first aid kit and a fire extinguisher handy. Keep emergency numbers of doctors, ambulance services, hospitals and the fire department handy. Acquaint yourself with the company fire procedure.

1. Using your Punching Machine Safely

A NOTE TO ALL EMPLOYERS

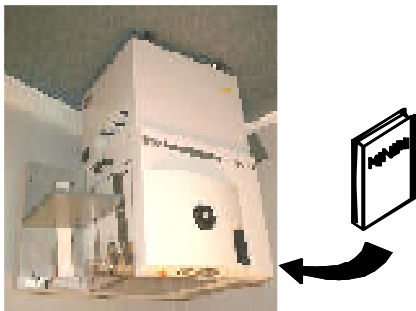


Know your responsibilities as an employer.

Make sure your employees know how to operate the punching machine safely and ensure they read this manual.

Make sure your employees are aware of the safety warnings displayed on the punching machine and illustrated in this manual.

Make sure the punching machine is in proper working condition. Unauthorised modifications may impair the function and safety of the punching machine.



KEEP THIS MANUAL WITH THE MACHINE

This manual is an important part of your machine. Always keep this manual where it belongs - with the machine.



IF YOU NEED THIS MANUAL IN ANY OTHER LANGUAGE

If you need this manual in a language other than English, contact James Burn International.

1. Using your Punching Machine Safely

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2. Unpacking and Installation of your Punching Machine

2.1 Unpacking the Machine

The machine is wrapped in a waterproof and shockproof pressurized cover and packed in a wooden case.

2.1.1 To unpack the machine:

- Unbolt the top cover of the wooden case
- Remove the four vertical sides of the wooden case
- Cut off the protective cover
- Unscrew the four nuts which hold the machine on the filler blocks of the floor with a flat key no. 17 or with a ratchet handle. There are two screws on the side of the Control Panel and two on the opposite side.
- Remove the filler blocks which are fixed under the machine.
- *THE MACHINE IS NOW IN POSITION ON ITS WHEELS*

2.1.2 Remove the four steel angle brackets.

2.1.3 Unscrew both triangular wooden stop blocks and position them in front of the machine.

2.1.4 Place one of the sides of the case on the stop blocks creating an unloading platform.

2.1.5 Let down the machine slowly (without any violent or sudden movement) and move the machine on the inclined discharge ramp.

2.1.6 Position the machine, allowing the necessary floor area required (see section 2.2).

2.1.7 Connect mains electricity supply (from 220 to 240V) to the machine and switch ON the machine.



WARNING
Connect the machine to an earthed plug.

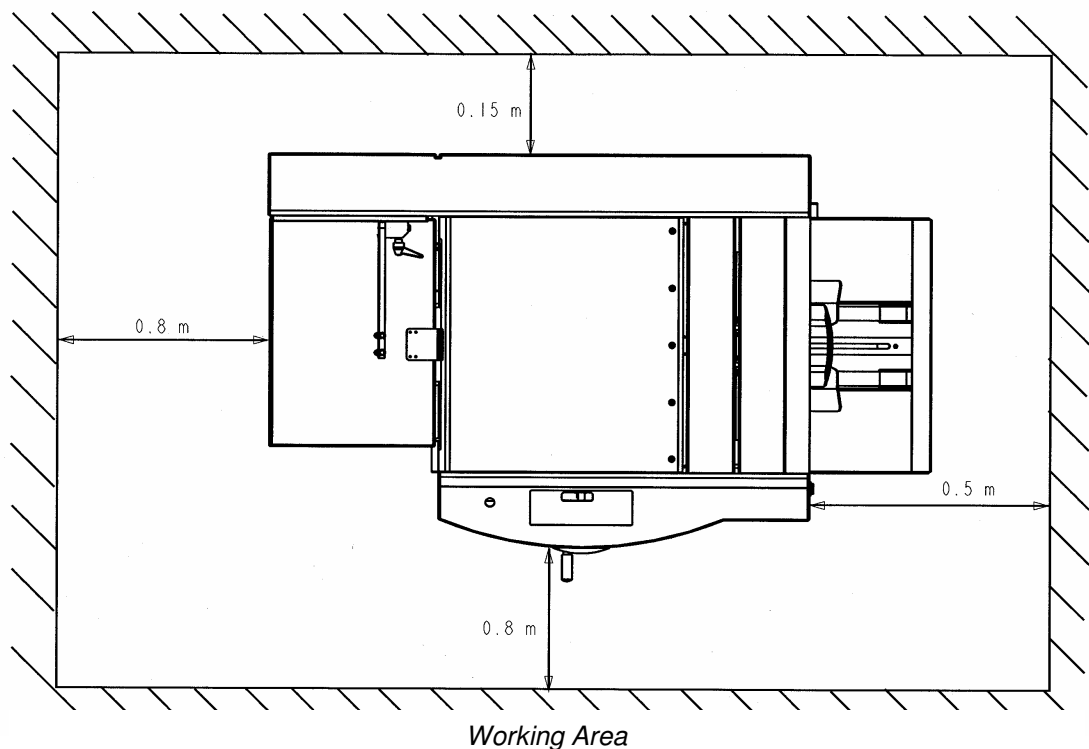
2. Unpacking and Installation of your Punching Machine

2.2 Installation of your Punching Machine

2.2.1 The P33 Docu-Punch® is an 'Office Product' machine. It has to be installed so that you can remove the Confetti Tray and the Tool easily (from the operator side).

2.2.2 The approximate floor area required for the punching machine is 1 m². Also allow an additional 0.50 meter in front of the Reception Unit and for the opening of the right hand door where the tools are stored.

Allow a further 0.15m (minimum) on both sides opposite to the operator side (control panel and reception). See below for Working Area.



NOTE : You must ensure that a single phase power supply with earth (16A) is available near the machine.

2. Unpacking and Installation of your Punching Machine

2.3 Transportation

To move the machine easier it is equipped with four wheels (see pictures below).



Wheels



The nett weight is 220kg (485lb).



WARNING
Move the machine on a stable floor, without any violent or suddent movement.

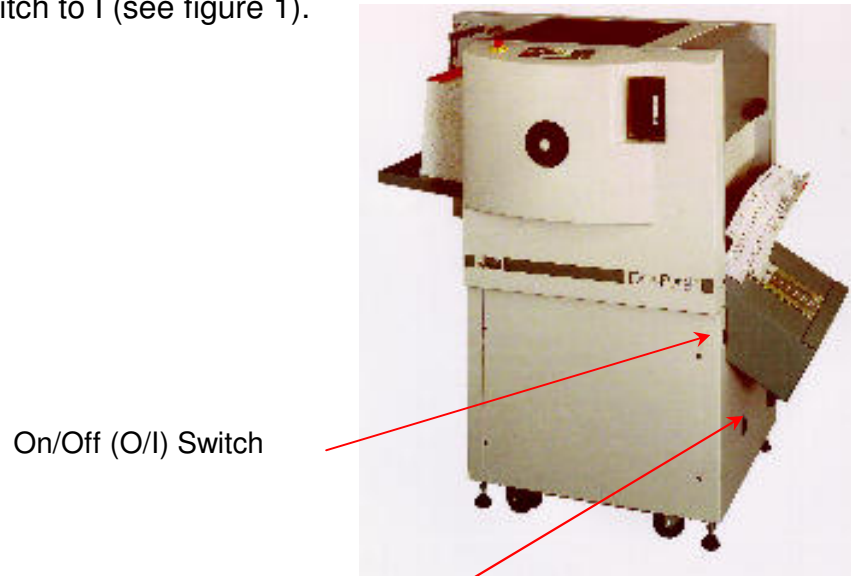
2. Unpacking and Installation of your Punching Machine

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3. Setting Up and Operating your Punching Machine

3.1 Switching on the Machine

Press the O/I switch to I (see figure 1).



Power Supply: 220/240V

Figure 1

3.2 Punching Style

Check that the required style of punching matches the tool that is fitted in the machine (figure 2). If the tool needs changing see section 3.10 "Tool Change".



Figure 2

3.3 Setting the Paper Size

Adjust the format horizontally on the feeder between the two paper guides and adjust these guides with the handwheel (see figure 3).

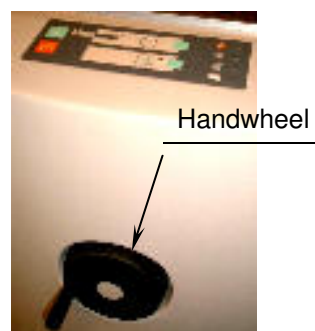


Figure 3

3. Setting Up and Operating your Punching Machine

To Select the separator mode

In starting position (beak in back position), take a BTR key n°2. Unscrew the support and move it to the right to select the separator or to the left to use only the beak. Re-tighten the support at the end of operation (see figure 3.a).

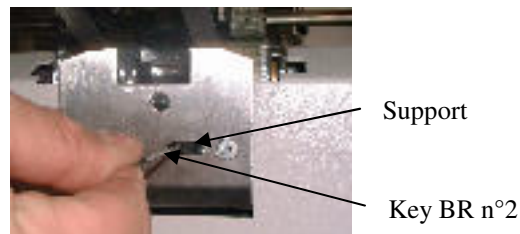


Figure 3.a

3.5 To Start Punching

To start punching press the green Start button (figure 4) on the Keyboard.



Figure 4

3.6 Settings after Start

3.6.1 Keep on pressing the Start button for 2 seconds after the beginning of the first two cycles

Note: Wait until the end of the feeder coming up.

3.6.2 The machine changes on adjust mode in slow speed.

3.6.3 The next stroke will stop in Lay Gauge position under the Tool.

3.6.4 Release the indexable handle (figures 5 and 6) to manually adjust the foot stop (figures 5 and 7) in support on the back of the paper.

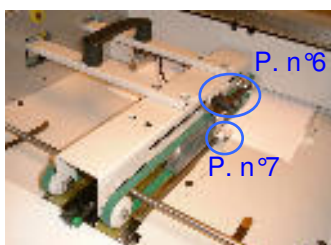


Figure 5

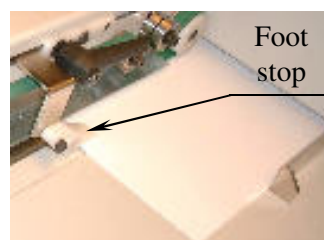


Figure 7

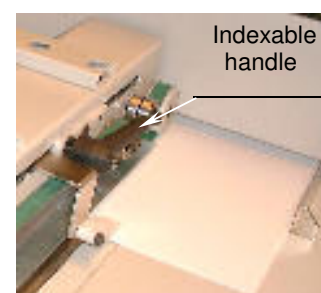


Figure 6

3.6.5 Adjust the lateral edges by using the

3. Setting Up and Operating your Punching Machine

handwheel (figure 3).

To exit the Settings Mode, keep on pressing the Start button for 2 seconds. The stroke goes inside the Reception Unit.

Note: The holes will be at the bottom of the sheets. You should make one trial punching and check the centralisation of the punched holes before beginning a continuous run. If the centralisation is not correct see section 3.9.

For Adjust Mode put only one stroke on the Feeder (to avoid the driving of the next stroke).

3.7 To Stop Punching

To stop the punching press the red button on the Keyboard (see figure 8)



Figure 8

3.8 Stopping the Machine in an Emergency

To stop the machine cycle in an emergency push the red button on the left of the Keyboard (see figure 9).

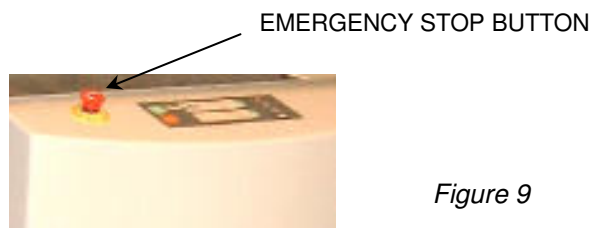


Figure 9

3.9 Recovering the Punched Sheets

Press down on the following symbol (figure 10) on the Keyboard to lower the Feeder Tray.



Figure 10

3.10 Tool Change

3.10.1 First remove sheets from the Feeding Table and check that there are no sheets of paper left in the machine.

3. Setting Up and Operating your Punching Machine

3.10.2 Press the button on the Keyboard beside the symbol shown in figure 11
The mechanism will be automatically set to enable you to remove the Tool.

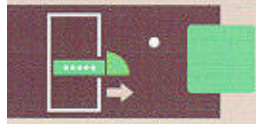


Figure 11

3.10.3 Open the right hand Cover with the handle and free the Tool by pulling the pawl located on the left side inside the machine when removing the Tool with the handle.

3.10.4 Place the Tool inside the Tool Storage Space located in the bottom area of the machine.

3.10.5 Select a new Tool and position this inside the machine.

3.10.6 Lock the Tool with the pawl.

3.10.7 Check the reference pointer is well locked and close the Cover.



CAUTION

Strictly adhere to this procedure for Tool change at all times. Failure to follow this procedure can result in substantial damage to the tool and even the machine.

3.11 Centralisation of Punched Holes

The Tool is equipped with two lock points:

First Point (figure 12)

Number of even holes for 3:1" and 2:1" tools

Number of odd holes for GBC tool

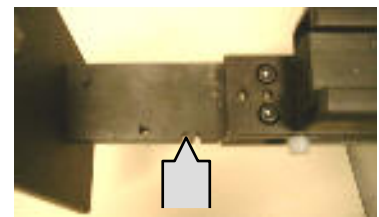


Figure 12

Second Point (figure 13)

Number of odd holes for 3:1" and 2:1" tools

Number of even holes for GBC tool

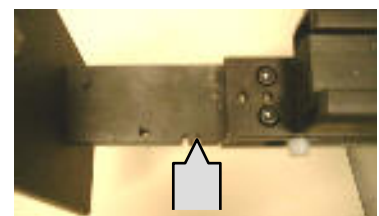
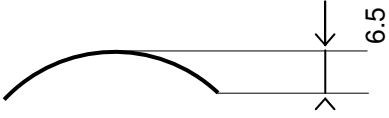
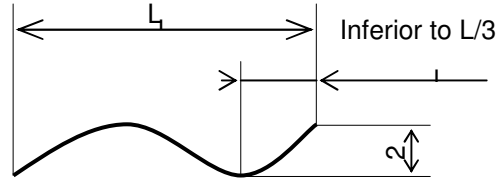
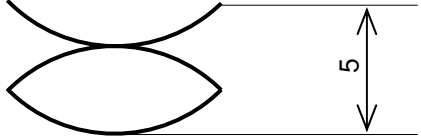


Figure 13

Note: The tool is equipped with retractable pins for the standard paper sizes, for example:

3. Setting Up and Operating your Punching Machine

	<p style="text-align: center;">- 3 -</p> <p style="text-align: center;">Spread over all the sheet – curved downwards</p>
	<p style="text-align: center;">- 4 -</p> <p style="text-align: center;">Located on the side of the pick-up of the sheet – curved upwards</p>
	<p style="text-align: center;">- 5 -</p> <p style="text-align: center;">Mixed warping spread over the sheet</p>

Note: When the paper has just been photocopied it is advisable to let the paper cool down for half an hour before punching it. Always use a paper of good quality if possible.



CAUTION

The storage of the paper (before punching) is of great importance: the paper when cooling down may experience a warping, hence the importance to stack the paper correctly.

4. Maintenance and Troubleshooting

4.1 Maintenance

Although only limited maintenance is required, that which is required is imperative to enable continually safe and good machine performance.

Before beginning with any maintenance work, switch OFF and disconnect the electrical supply for personal safety.

4.1.1 Daily Maintenance

Check whether the confetti tray is full - a warning lamp on the Control Panel will indicate when the Confetti Tray is full.

To empty it :

- pull the Confetti Tray towards you
- empty the tray
- re-position it while ensuring that it is fully pushed back in its location.

4.1.2 Weekly Maintenance

4.1.2.1 Clean up the machine with a soft cloth.

4.1.2.2 Clean the cell reflector located under the tool with a dry lint free cloth :

- First extract the tool (see section 3.10 Tool Change)
- Clean the cell reflector located under the rail of the feeder pusher mechanism.

4.1.3 Annual Maintenance

(or after 700,000 strokes - see the counter located inside Electric Box)

Call the After-Sales Department at JBI for a general overhauling.

Note : If your tool reaches a million strokes or if the perforations do not meet your requirements in terms of quality please contact us to sharpen or make a diagnosis of the condition of the tool.



CAUTION

All maintenance work should be carried out by authorised personnel such as a maintenance or service engineer, or a qualified electrician.

4. Maintenance and Troubleshooting

4.2 Troubleshooting

In case of a breakdown, switch off the machine and disconnect the electrical supply.

	FAULT	CAUSE	REMEDY
1	No LED on when machine switched on	a) No supply b) Fuse blown	a) Check power on the mains plug b) Check the plug is connected properly c) Call service engineer
2	The red LED « ELECTRIC FAULT » on. Machine fails to cycle when you press upon any key of the keyboard.	a) The emergency stop button is pushed b) The trap or the upper cover is open (red LED on) c) Absence of tool or tool is not locked correctly (red LED on)	a) Twist to release the emergency stop button b) Close the trap c) Re-fit the tool or put the tool in place
3	Machine not starting when you press upon any key of the keyboard and no LED on.	a) No PLC supply b) The card 24 V controlling the actuators is not powered c) No variator supply	a) Call service engineer b) Call service engineer c) Check all driving units and the tool or call the service engineer
4	Red LED « jam » on continuously.	Open the tool trap : a) Check that the paper is not jammed in the tool b) Check that there is no paper left in this area	a) Close the trap again and push on the button « CYCLE STOP » to free the sheet downwards b) Clean up the sensor under the tool and its reflector
5	Red LED « CONFETTI OVERFLOW » on.	a) The confetti tray is full b) The confetti tray is not full	a) Empty the confetti tray. b) Call service engineer

Note: These operations should only be carried out with the machine out after a waiting time (for discharging filters) and only by authorised staff such as a maintenance or service engineer, or a qualified electrician.

For any replacement parts call the After-Sales department.

Warning: Avoid violent movement of any part.
Do not continue operation if the fault persists: contact the After-Sales Department.
Meet the gauging of fuses strictly.

5. Technical data about your Punching Machine



NOTICE

Your punching machine is constructed to a very high specification. Details are shown in this section. Strictly adhere to these specifications at all times.

5.1 General Data

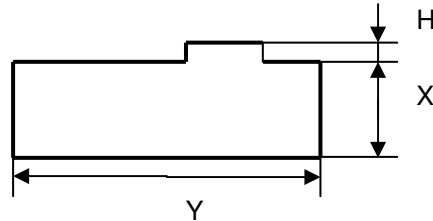
Model	:	Docu-Punch® P33
Machine size	:	720 x 1250 x 1150mm (28" x 49" x 45")
Packed Dimensions	:	1120 x 1560 x 1450mm (44" x 61" x 57")
Nett Weight	:	220kg (485lb)
Gross weight	:	340kg (750lb)

5.2 Machine Performance

Machine Cycling Speed	:	60 strokes per minute
Modes of work	:	Beak only : for standard work (normal paper) Beak with separator : difficult work (with card)
Production Speed	:	Dependent on size and stock of paper being punched but will be less than the maximum cycle speed.
Tool Changeover Mode and Time	:	Manual mode About 45 seconds
Format Changeover Mode and Time	:	Manual mode Less than 1 minute
Maximum Thickness for Punching*	:	0.7mm (i.e., about 7 sheets of 80gsm).
Maximum Diameter of Punched Holes	:	8mm

5. Technical data about your Punching Machine

Paper Weight*	:	from 80 to 250gsm
Sheet Sizes*	:	Minimum: 138 x 138mm 5 " x 5 "
		Maximum: 330 x 300mm 13" x 12"
Sheets with Tabs	:	



Only round cornering two sides

Minimum height: 9mm

Sheets between each index card must have the same size as the basis of the tab (X) and the same length (Y) of the guide card or index basis to be punched.

Acetate Sheets	:	Only non-static varieties interleaved with minimum 10 sheets (plain copying paper)
----------------	---	------------------------------------------------------------------------------------

5.3 Electrical Data

Power Supply	:	220 – 240 V Single Phase 50/+60Hz with earth
Power required	:	1.2KW
Power Density required	:	16A
Noise Level	:	73 dB(A)

* Different paper specifications can slightly affect the values quoted.

6. Selling, Transferring or Disposing of your Punching Machine

6.1 Selling or Transferring your Punching Machine

If you sell or transfer your punching machine you must ensure that the machine is in working order, and that the labels and this manual are in a legible condition. Failure to do so could result in you being responsible to whom you sell or transfer your punching machine should it cause personal injury or damage to property

6.2 Disposing of your Punching Machine

If you dispose of your punching machine you must destroy it, as follows, before you throw it away:

6.2.1 Remove Punching Tool

6.2.2 Remove the Electrical Module Assembly.

6.2.3 Remove the Confetti Tray.

6.2.4 Cut the Linking Cables.

6.2.5 Remove the Frequency Inverter and the PLC of the Electrical Assembly.

6.2.6 Throw away the Punching Tool, the Electrical Assembly, the Confetti Tray, the Linking Cables, the Frequency Inverter and the PLC in a separate location to the rest of the machine.

6. Selling, Transferring or Disposing of your Punching Machine

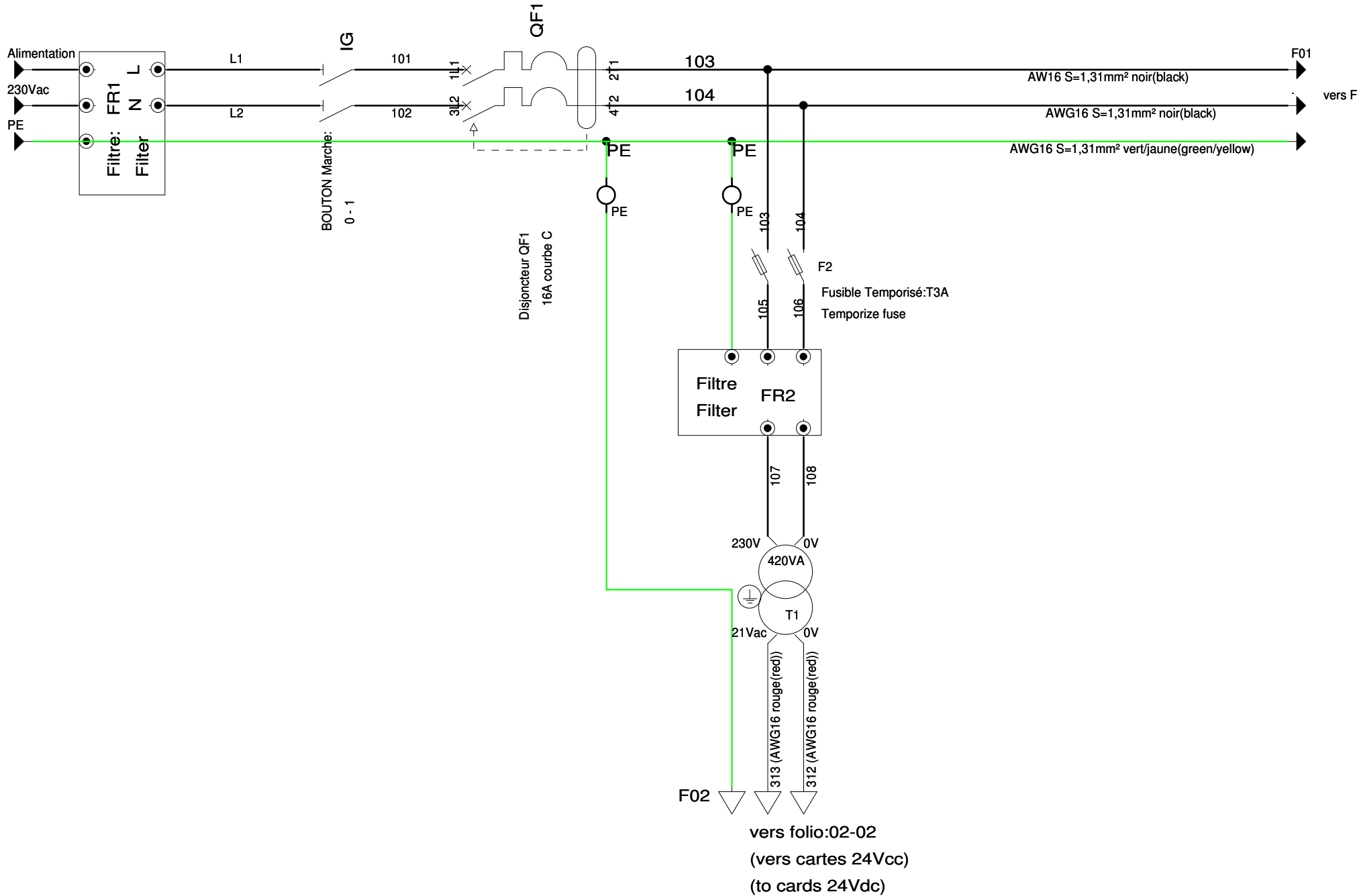
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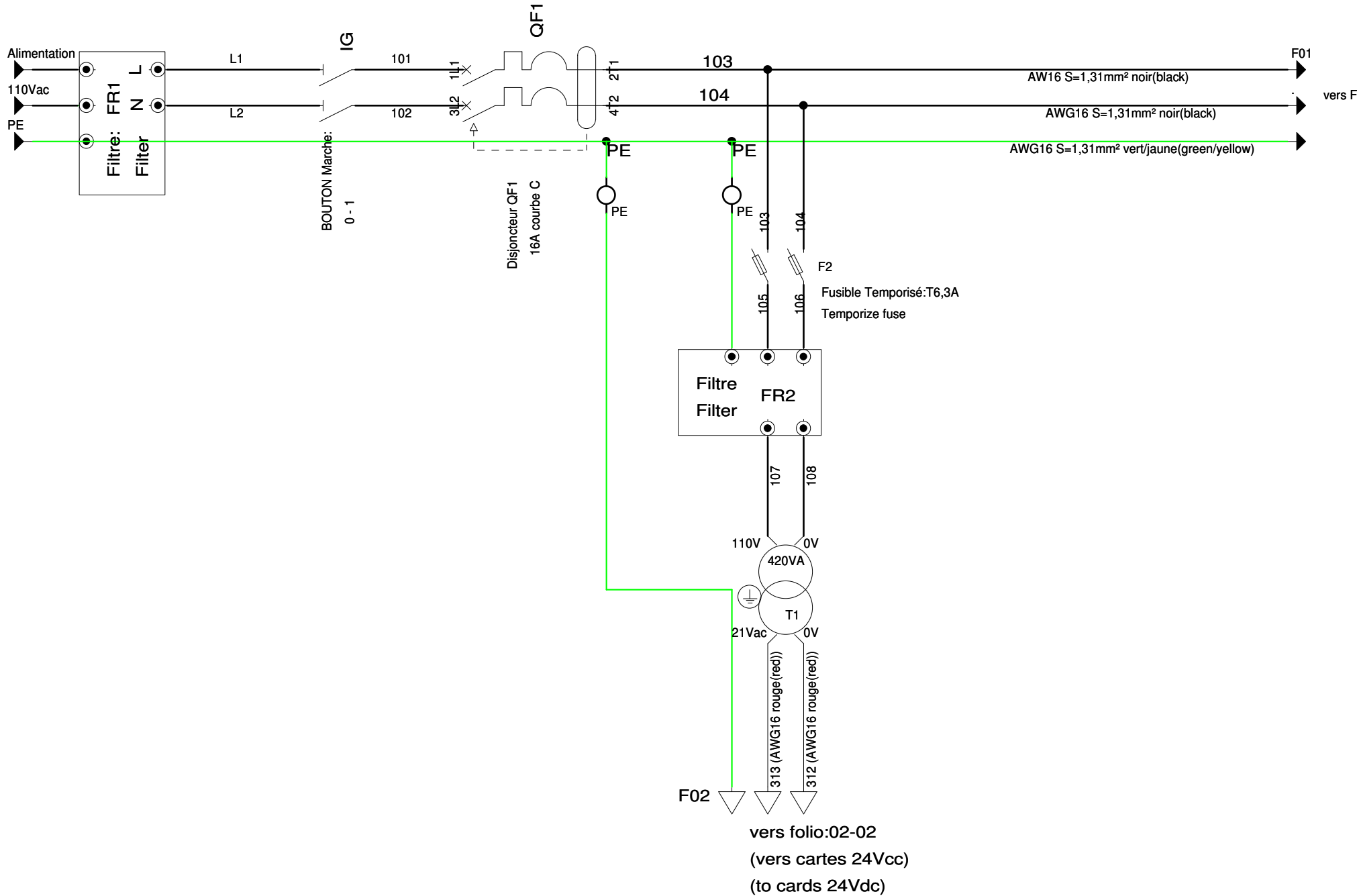
FOLIO	DESCRIPTION	DATE
01	Circuit de puissance - Power circuit 220-240Vac	08/03/2006
01A	Circuit de puissance - Power circuit 100-120Vac	08/03/2006
02	Circuit carte 24Vcc - Card circuit 24Vdc	08/03/2006
03	Automate - PLC	08/03/2006
04	Circuit de sécurité - Safety circuit	08/03/2006
05	Variateur de fréquence - Frequency inverter	08/03/2006
06	Signalisation - Led control panel	08/03/2006
07	Bornier: XB1	08/03/2006
08	Carte moteur pas à pas - Step Motor card step	08/03/2006
09	Implantation coffre et transformateur	08/03/2006
10	Implantation Platine électrique	08/03/2006
11	Ensembles: - câble sortie A et câble sortie B	08/03/2006
12	Ensembles: - câbles sortie C	08/03/2006
13	Ensembles: - câbles sortie D et câbles sortie E	08/03/2006
14	Ensembles: - câbles sortie F, câble sortie G, câble sortie H, et câble sortie I	08/03/2006

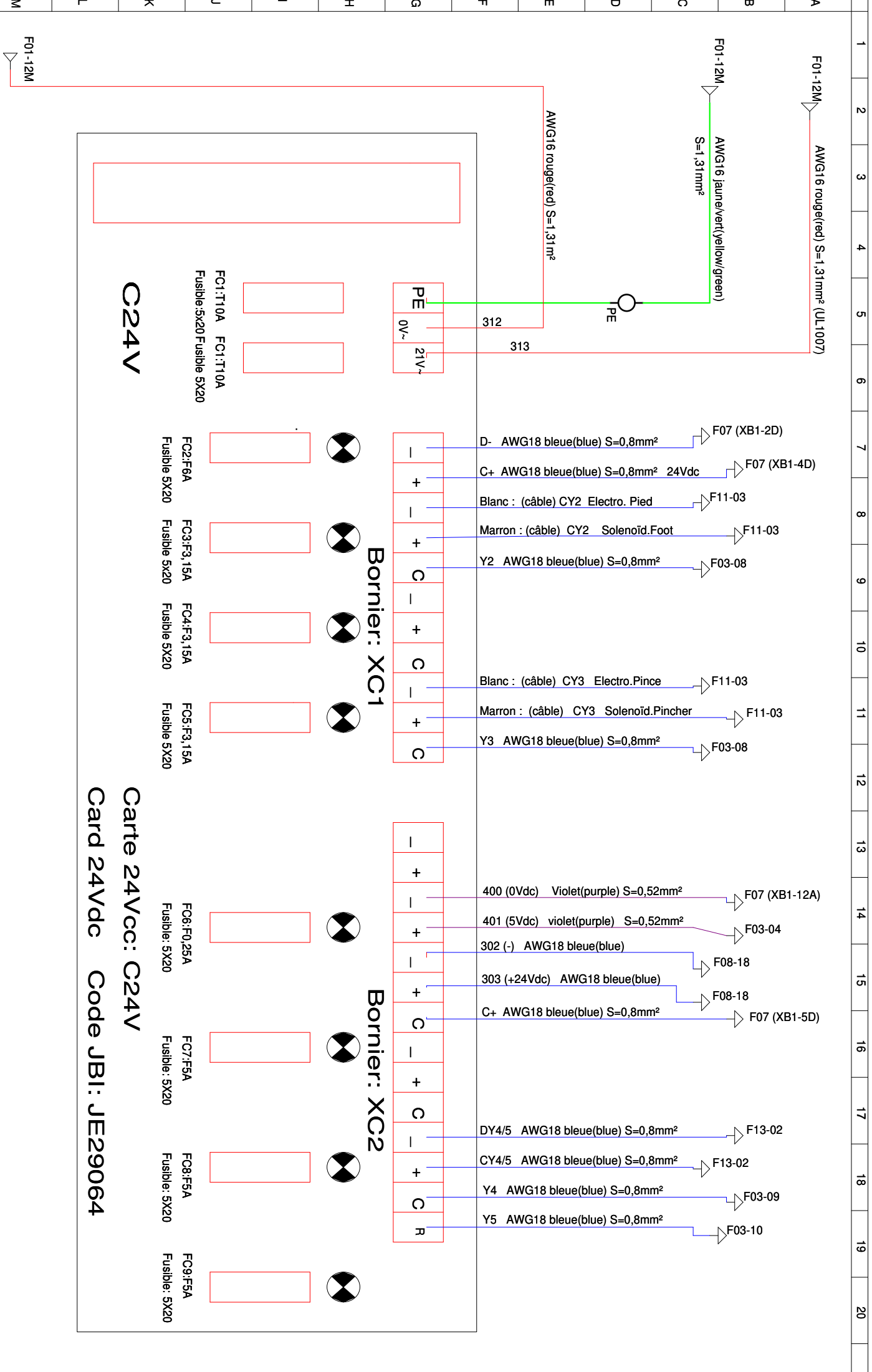
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JAMES BURN INTERNATIONAL
Punching machine P33 DOCUPUNCH M3.1

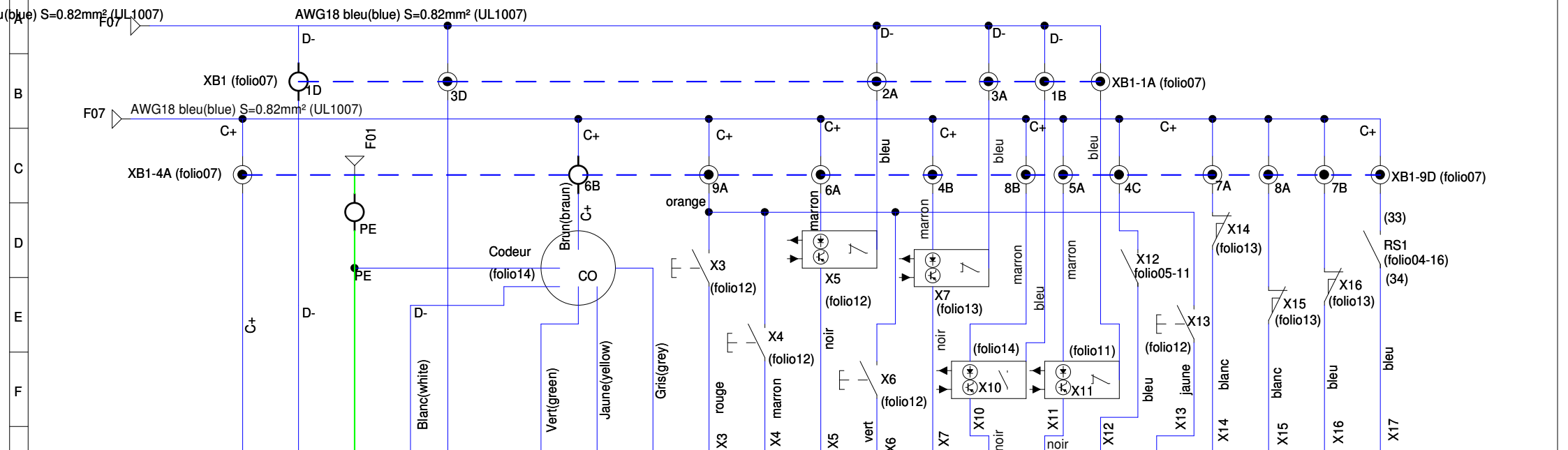
A partir du N° série : 324

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B	Dessins refaits	04/06/2003			
A	Variateur(inverter): type FRS	23/10/2001			
IND	MODIFICATION	DATE	IND	MODIFICATION	DATE
DES. JH	RESP. JH	DATE 08/03/2006	ECH.	1/1	
JAMES BURN INTERNATIONAL 67, rue du docteur Blaizot 61304 L'AIGLE cedex					
CLIENT					
N° AFFAIRE		INDICE		N°	
9910-0C		C		1	
CE PLAN NE PEUT ETRE COMMUNIQUE SANS AUTORISATION					



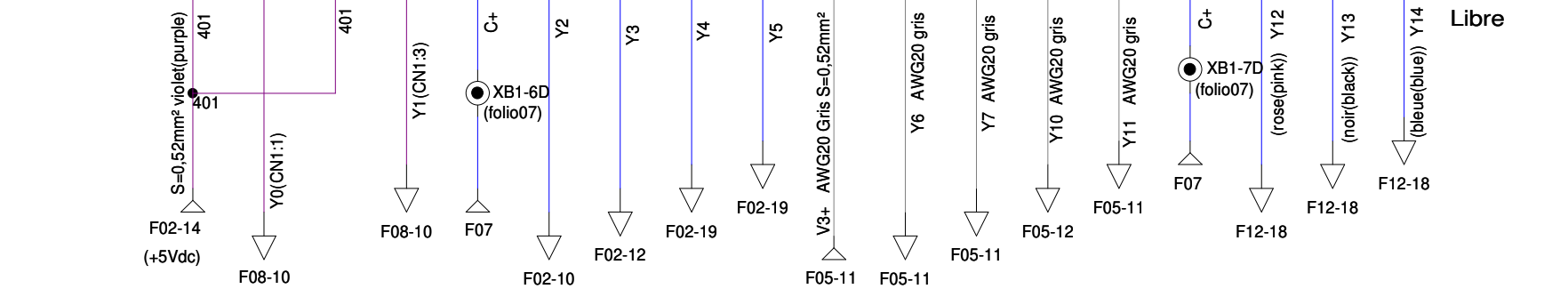


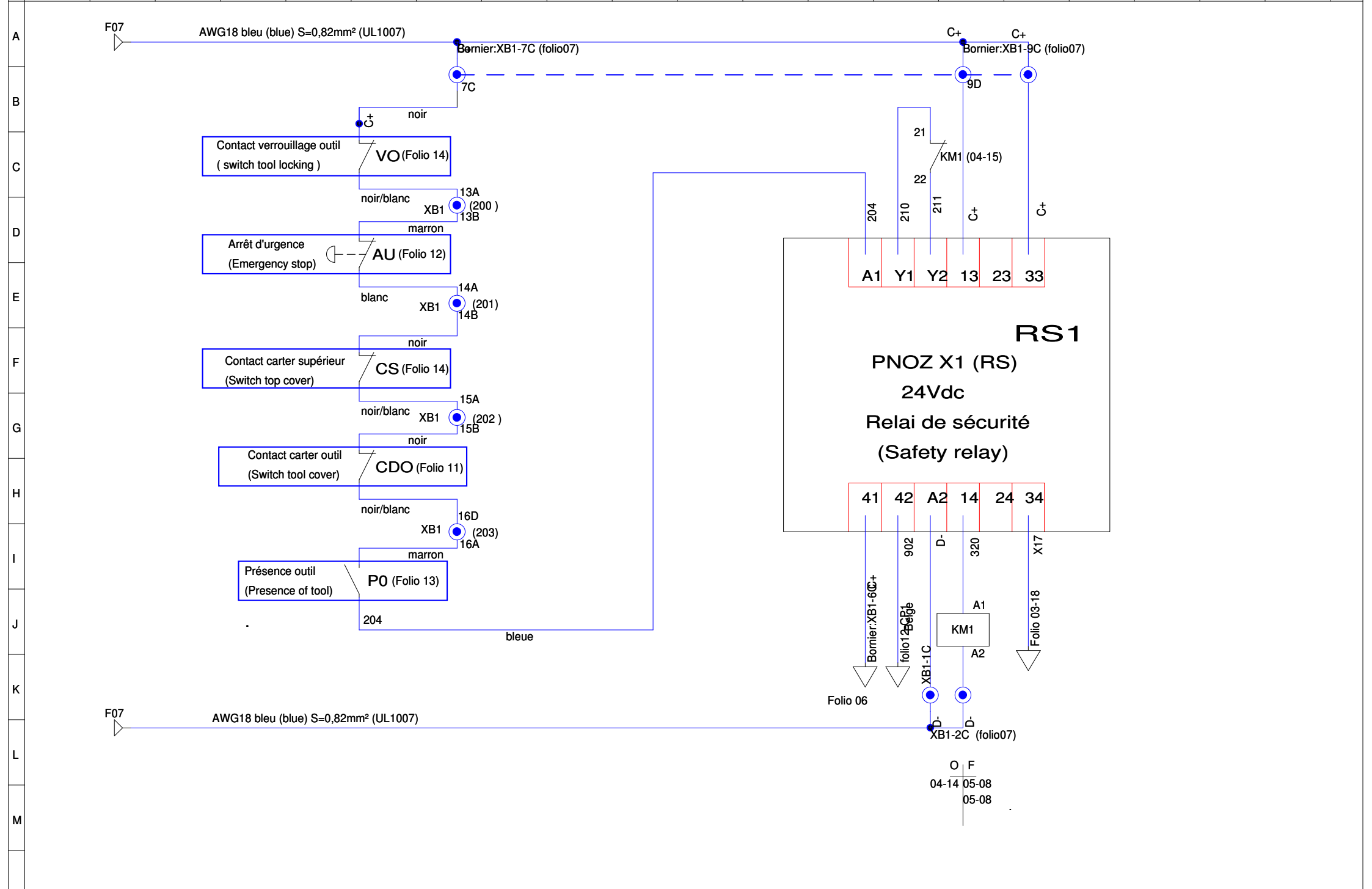


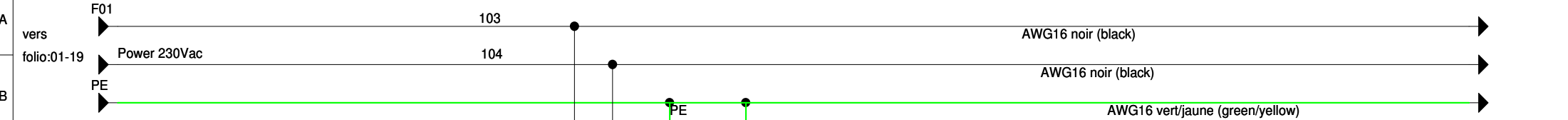


PLC1

PLC: FX1S-30MT-DSS

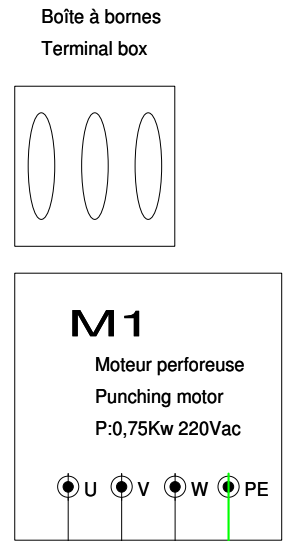
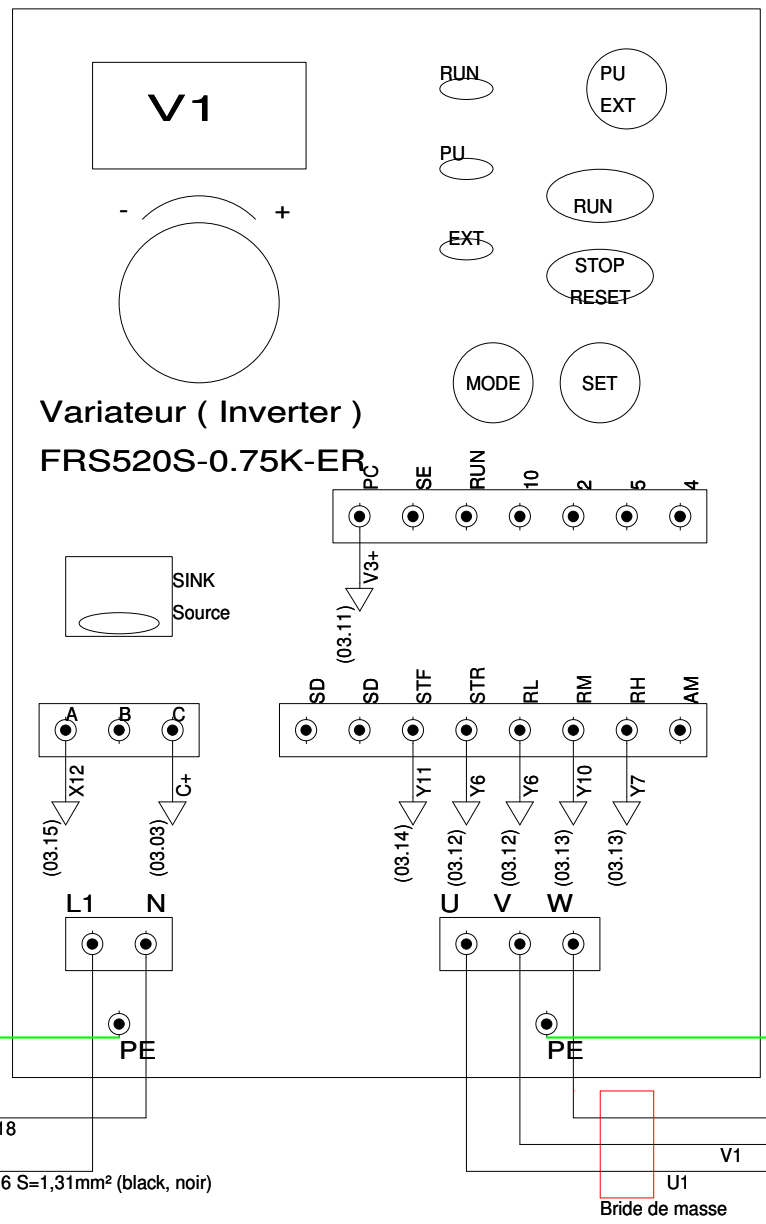
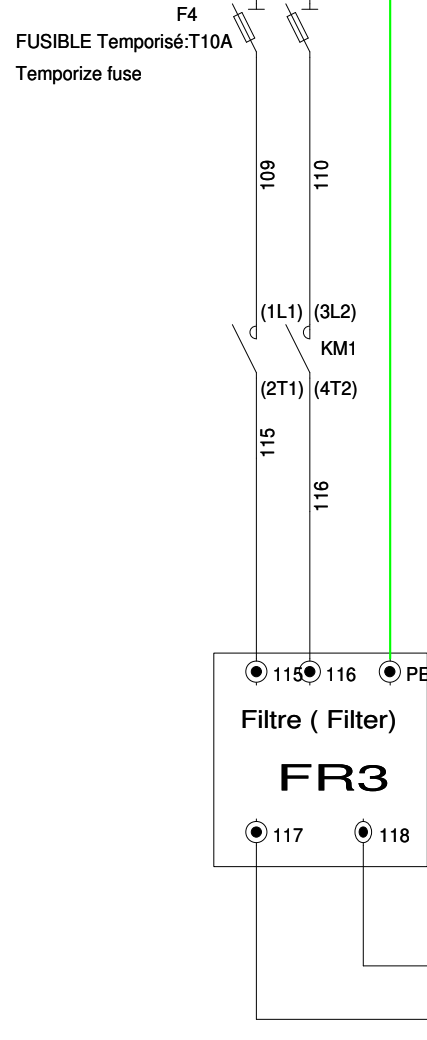






Paramètres :

P3 = 50
P4 = 44
P5 = 8
P6 = 15
P7 = 1
P8 = 0,2
P9 = 1,9
P19 = 220
P20 = 50
P55 = 50
P72 = 8
P98 = 0,55



117 (AWG16 S=1,31mm² (black, noir))

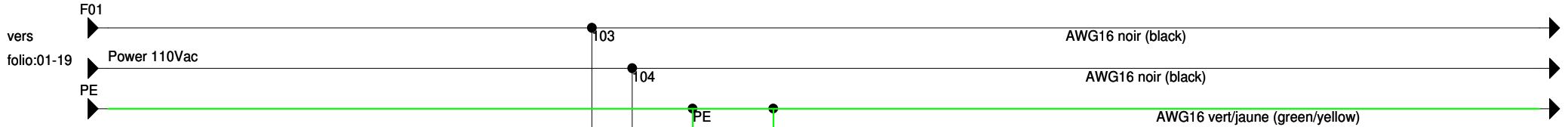
W1, V1, U1

Bride de masse

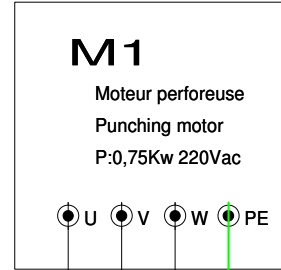
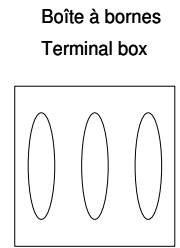
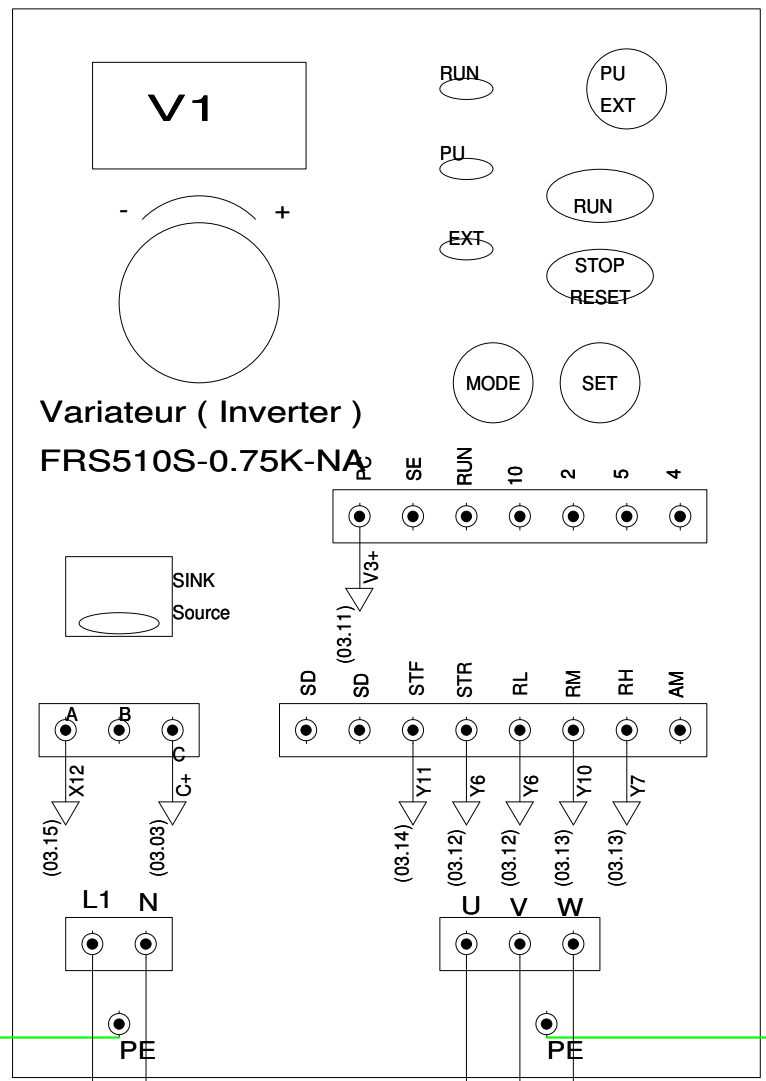
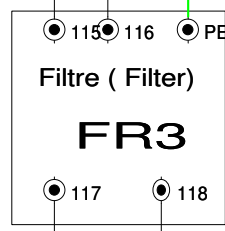
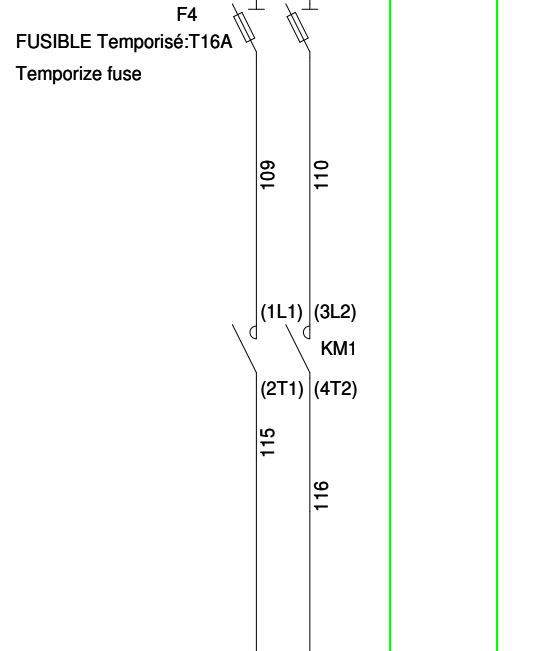
câble blindé S=1,31mm²
 Norme ULCSACE
 Armoured cable

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

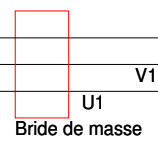
A
B
C
D
E
F
G
H
I
J
K
L
M



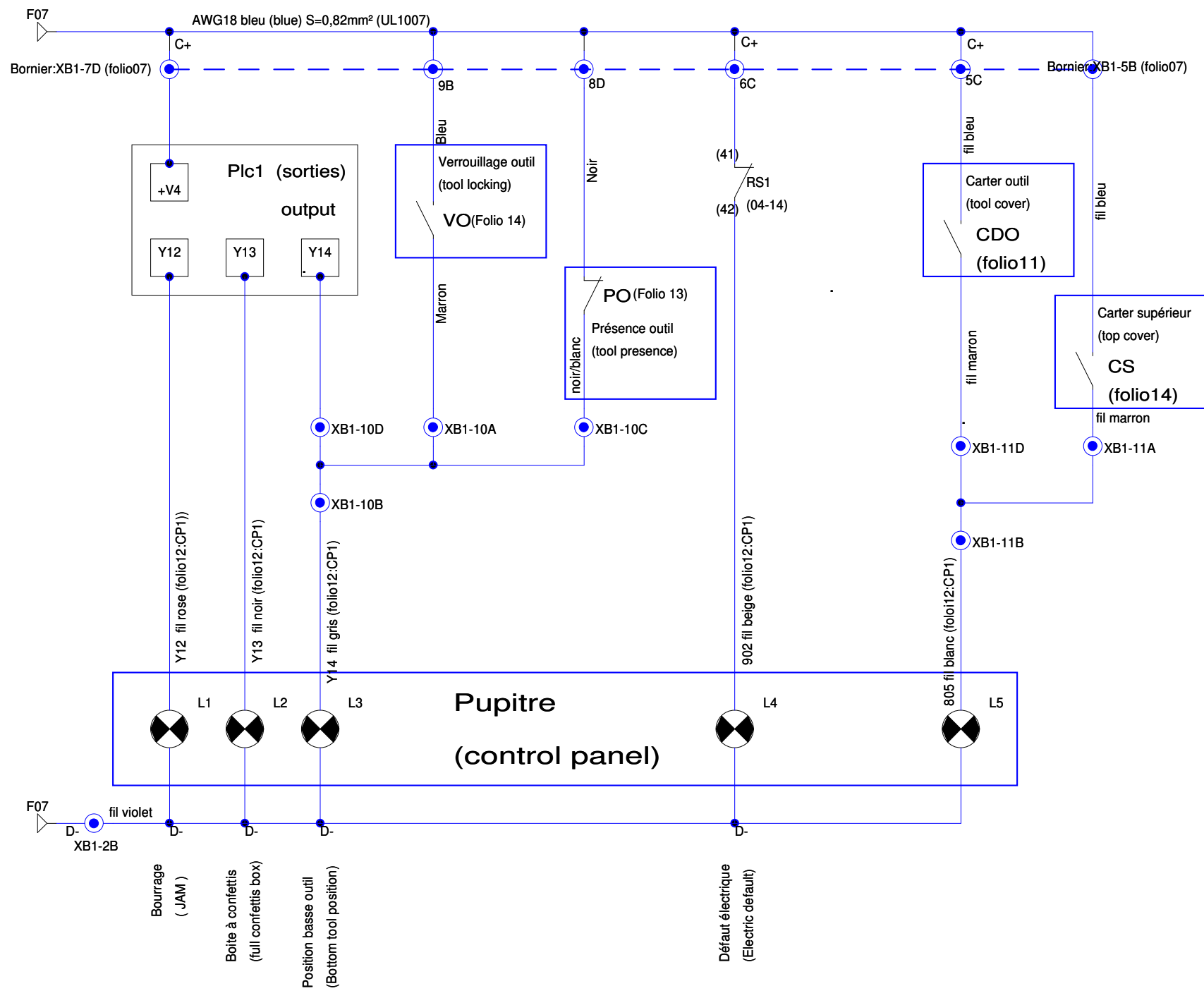
- Paramètres :**
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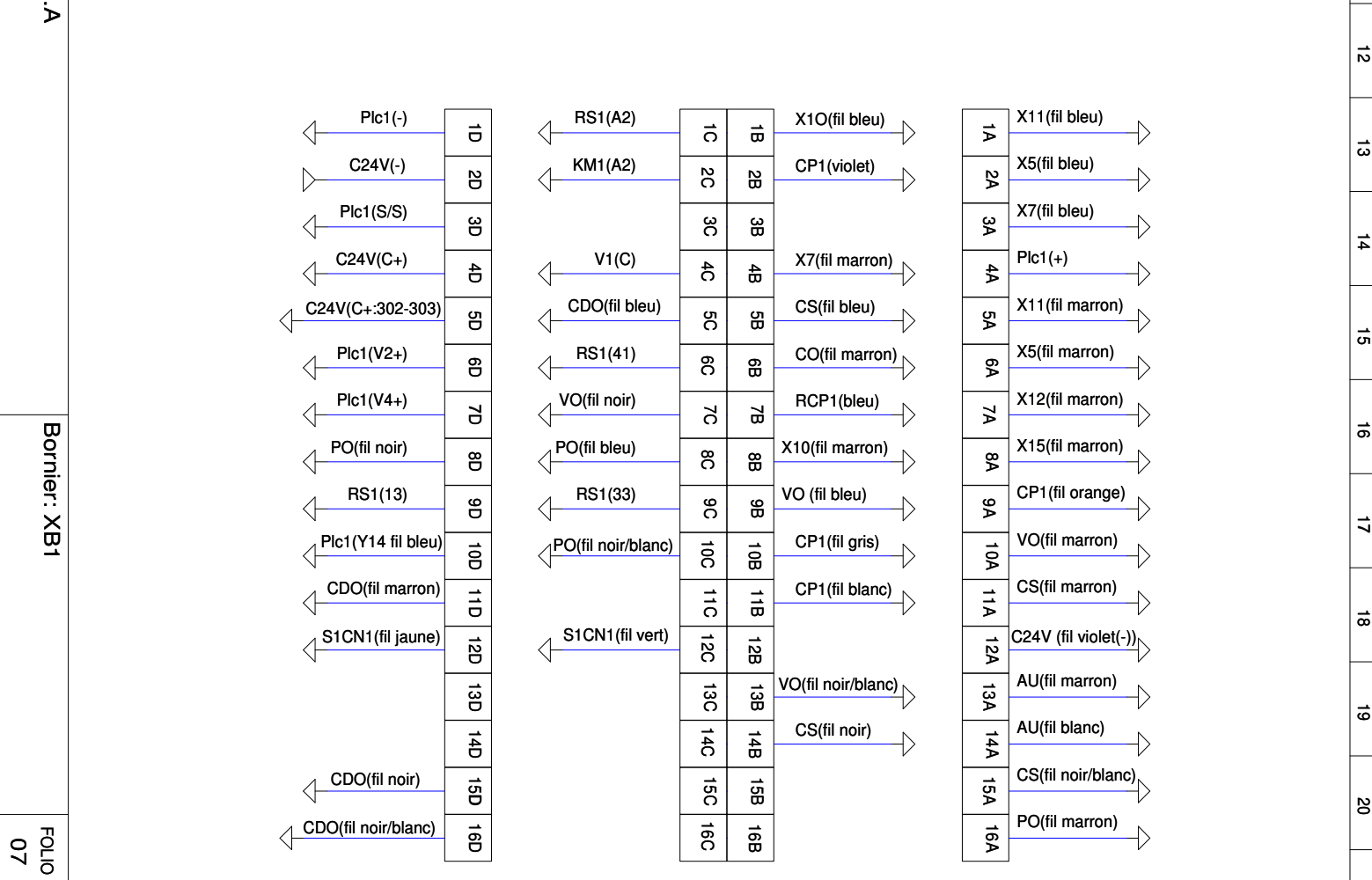
117 (AWG16 S=1,31mm² (black, noir))

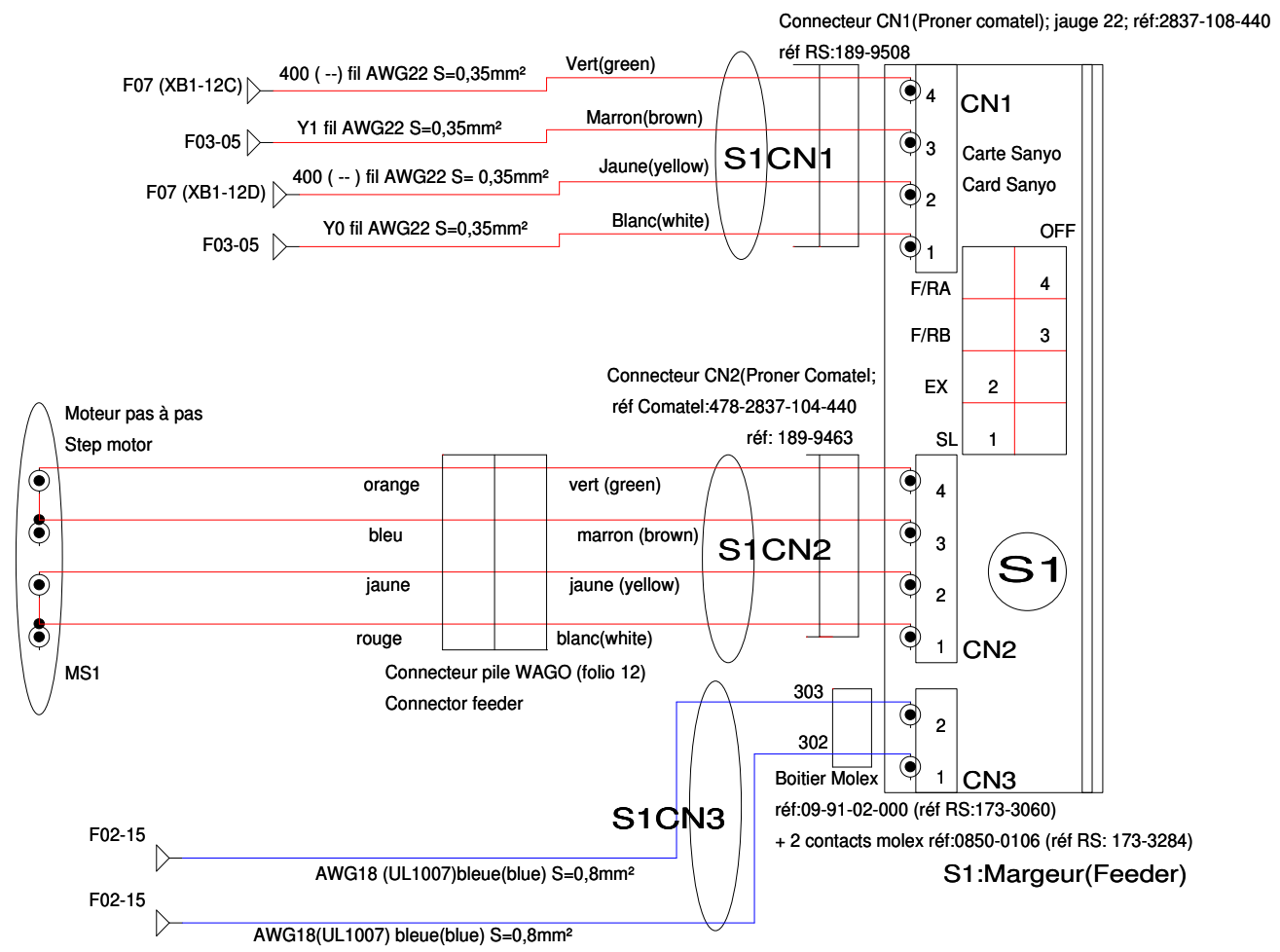


câble blindé S=1,31mm²
Norme ULCSACE
Armoured cable



Repeère : A	D-	D-	D-	C+	C+	C+	C+	C+	C+	C+	C+	C+	C+	Y14	805	400	200	201	202	203
Repeère : B	D-	D-		C+	C+	C+	C+	C+	C+	C+	C+	C+	C+	Y14	805		200	201		
Borne N°..	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16				
Repeère : C	D-	D-		C+	C+	C+	C+	C+	C+	C+	C+	C+	C+	Y14		400				
Repeère : D	D-	D-	D-	C+	C+	C+	C+	C+	C+	C+	C+	C+	C+						202	203





Warranty

Do Not Detach the Warranty Card

JAMES BURN WARRANTY

This warranty is restricted to the provision of labour (including travel costs) and the replacement of parts and components as defined below, which are found to have been faulty. It expressly excludes claims due to misuse or bad handling by employees of the customer or third parties.

*The period of warranty for equipment supplied by James Burn International (JBI) is **twelve months for mechanical parts, labour and travel costs** or **700,000 cycles (whichever occurs first)** and **six months for electrical components** from the date of delivery to the customer's address.*

Consumable parts are excluded from the warranty.

JBI or his distributor reserves the right to request the return of any faulty part or component before a replacement is sent out on free of charge basis. Where this is impractical or the component has not yet been returned, JBI will charge the replacement component and will issue a credit upon receipt of the faulty part.



67, Rue du Docteur Blaizot

B.P. 134

61304 L'AIGLE Cedex

Tel : +33 (0)2.33.84.21.50

Fax: +33 (0)2.33.84.21.51

Warranty

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EC Declaration of Conformity

EC DECLARATION OF CONFORMITY

Name of the Manufacturer or Supplier: JAMES BURN INTERNATIONAL SA

Address : 67 rue du Docteur Blaizot, BP 134
Postcode : 61304 L'Aigle CEDEX, France

Description of Product Name, type or model : Automatic Punching Machine
 : DOCU-PUNCH Version III

Serial No. :


Standards used, including number, title, issue date and other relevant documentation:

EN 60204-1	1998	Safety of machinery – electrical equipment of machines
EN 294	1992	Safety distance
EN 50081-1	1993	Emission of electronic disturbances
EN 50082-1	1993	Immunity to electromagnetic disturbances

Place of Issue : L'AIGLE (FRANCE)

Name of Authorised Representative : Guy VATOME
Position of Authorised Representative : Director

I declare, as the authorised representative, that the above information in relation to the supply/manufacture of this product complies with all the essential health and safety requirements of the EC Machinery Directive (98/37/EEC), EMC Machinery Directive (89/336/EMC) (73/23/EEC) – Low Voltage Directive – and as amended and with the national laws and regulations adopting this Directive.

Signature of authorised representative: 

Date:

EC Declaration of Conformity

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Ref. P33 DOCU-PUNCH

Please retain this top part for your information. Should you, however, require service under the terms of our warranty please return this card with a brief description of the problem on the reverse side and send it to the address below. A charge will be made for repairs carried out after the expiry of the Warranty period.

SERVICE REQUEST CARD
P33 DOCU-PUNCH PUNCHING MACHINE

Date of Purchase: _____

Dealer's Name & Address: _____

Date Registration Card sent
to James Burn International: _____

Machine Serial No.: _____



P33 DOCU-PUNCH

REGISTRATION CARD

PLEASE COMPLETE AND RETURN THIS PART WITHIN 7 DAYS OF RECEIPT OF MACHINE
(see Introduction of this Handbook for relevant JBI address)

Company Name: _____

Address: _____

Tel No.: _____

Type of Business: _____

Dealer's Name & Address: _____

Date of Purchase: _____ Machine Serial No.: _____

What made you aware of the
Punching Machine? Exhibition Advertisement Other User

Your Name (Mr/Mrs/Miss) _____

Title: _____

Signature: _____



