

PC360

Manual punch and binding
machine for coil spiral binding



 Please read before use

Thank you for purchasing the binding machine PC360. The PC360 is a binding machine for coil spiral binding with a binding capacity of 180 sheets.

Please read this instruction carefully before use.

Please keep this manual on file as reference book and for troubleshooting.



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 Safety advice

To prevent damage of the device and injuries of the operator, it is absolutely necessary to comply the safety notes in this manual.

The mentioned warnings describe possible injuries and damages, which are due to wrong usage or maintenance of the device.

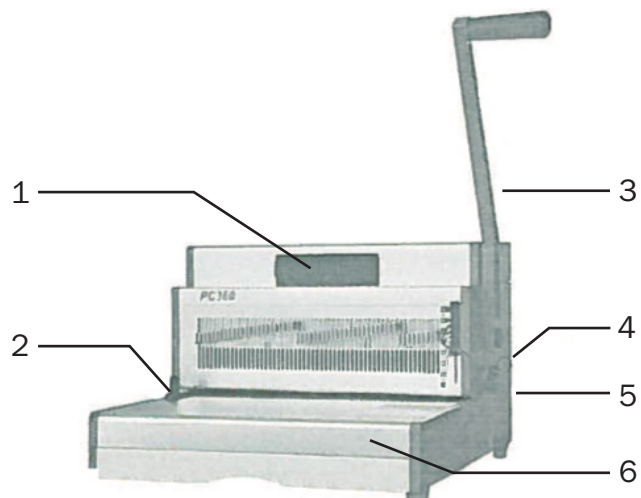
Please read and follow these safety notes before reading the manual.

- 1)** Always make sure that the unit is placed on a stable surface.
- 2)** Make a few test punches and adjust the machine before punching the final documents.

- 3)** Remove staples and other metal objects before punching.
- 4)** Never exceed the specified power of the machine.
- 5)** Keep the machine away from sources of heat and water.
- 6)** Never attempt to open or otherwise repair the machine.

Plug the appliance into an easily accessible power socket Switch off the appliance after use. Unplug the appliance if you are not going to use it for a long time.

Layout



- 1. Infeed roller
- 2. Edge depth adjustment
- 3. Punch lever
- 4. Back margin adjustment
- 5. Coil diameter selector
- 6. Waste bin

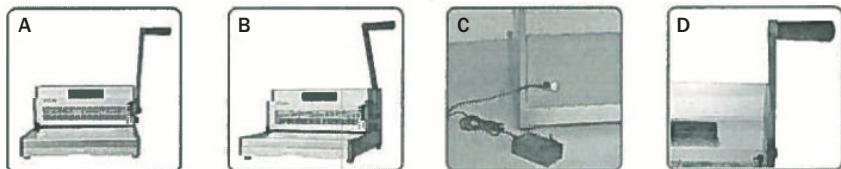
Binder coils sizes

	Paper amount	Diameter		Edge distance	
		mm	inch	mm	inch
A	2-20	6 mm	1/4"	2 mm	5/64"
B	21-40	8 mm	5/16"		
C	41-55	10 mm	3/8"		
D	56-65	12 mm	1/2"	2.5 mm	6/64"
E	66-100	14 mm	9/16"		
F	101-115	16 mm	5/8"		
G	116-135	19 mm	3/4"	3.5 mm	9/64"
H	136-180	22 mm	7/8"		
I	181-210	25 mm	1"		
J	211-240	28 mm	1 1/8"	4.5 mm	1 1/64"
K	241-280	32 mm	1 1/4"		
L	281-310	35 mm	1 3/8"		
M	311-340	38 mm	1 1/2"	5 mm	1 3/64"
N	341-410	45 mm	1 3/4"		
O	411-500	51 mm	2"		
max. capacity		Paper x 25 sheets (80g/m ²)			
		PVC x 2 sheets			

Technical data

Punching capacity	25 sheets 70-80 g/m ²
Binding capacity	max. 180 sheets (80 g/m ²)
Working width	360 mm
Punching pins	56
Pitch	6,28 mm
Adjustable paper stop	yes
Connection	230 V / 50 Hz / 30 W
Format	480 x 400 x 300 mm
Weight	15 kg

Configuration



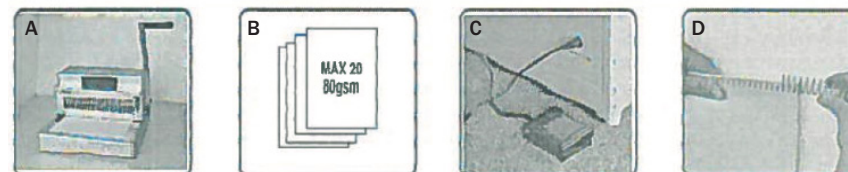
- A)** Make sure that the unit is placed on a stable surface.
- B)** Check that the waste drawer is empty and correctly inserted.
- C)** Plug the transformer into the power socket.
- D)** Mount the punch lever with screws.

Preparations

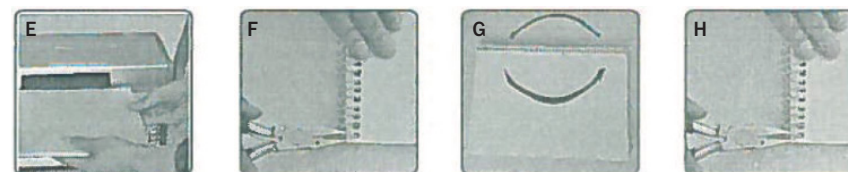


- A)** Use the document scale to select the correct diameter of the binder spine.
- B)** Test a few sheets to check the edge guide setting.
- C)** Adjustable margin setting for the back fence. Adjust set the guide to the desired size of the rear margin (2.5 - 6.5 mm), e.g. 2.5 mm for small documents (2-50 sheets), 5.5 mm for the largest documents (200-450 sheets).

Binding a document



- A)** Punch the front and back first.
- B)** Punch only a few sheets at a time that will not overload the machine or the user.
- C)** Install the foot pedal.
- D)** Assemble the document. Insert the coil into the first 3 holes.



- E)** Hold the document in both hands with the spine on the right. The binding spine is on the right side. Place the spiral against the feed roller to bind the document.
- F)** Use the binding pliers to cut and bend the end of the binding spiral. Cut off the excess spiral binding.
- G)** Turn the document over.
- H)** Cut off the excess spiral.

Correcting & punching waste

- !** Additional sheets can be inserted or removed at any time by first removing the old binding spiral. Correct the document as necessary and then bind it again as described.
- !** The waste bin is located under the appliance and is accessible from the front. For best results, empty the bin regularly.

 Problem solution

Problem	Reason	Solution
The machine does not bind	Machine is not switched on	Switch on the machine.
Punches are not centred	Edge guide not adjusted	Adjust the edge guide until the hole pattern is correct.
Unit does not punch	Paper jam	Check if the waste drawer is empty. Check if paper is jammed.
Punched holes are not parallel to the edge	Dirt under the stamps	Take a hard cardboard and push it into the opening for the paper. Move the cardboard back and forth sideways to remove any snip-pets from the waste tray.
Incomplete punching	Sheets not correctly aligned with the punching pattern	Adjust the edge guide and punch test sheets until the alignment is correct.
Damaged hole edges	Unit may be overloaded	Punch foil cover sheets together with paper. Punch fewer sheets.