

MINICOIL Manual Coil Binding Machine - Round Hole

Instruction Manual



Provided by

MyBinding.com

When Image Matters.

Call Us at 1-800-944-4573

MINICOIL	R	RE	O	OE
Capacity	10 sheets (20 lb paper) or 2 sheets of plastic covers			
Pitch	4:1			
Hole Punch	Round	Round	Oval	Oval
Coil Insertion	Manual	Electric	Manual	Electric
Number of Holes	43 Holes			
Format	Letter			
Depth Margin	Adjustable			
Side Margin Guide	Adjustable			
Machine Dimensions	15" x 10.5" x 5.5"			
Weight & Volume	12.8 lbs & 0.46 CbFt			
Warranty	2 Years			

WARRANTY POLICY

YOUR **MINICOIL** HAS A WARRANTY OF 2 YEARS FROM DATE OF PURCHASE. IN THE EVENT OF A MANUFACTURER'S DEFECT, MY BINDING WILL REPAIR OR REPLACE IT. IMPORTANT: THIS WARRANTY DOES NOT COVER DAMAGES DUE TO IMPROPER USE OR MISTREATMENT OF THE UNIT, INCLUDING EXTRAORDINARY EVENT LEADING TO THE DAMAGE OF THE MACHINE, WHETHER IT IS REVERSIBLE OR NOT.



1-800-944-4573

MINICOIL

Coil Binding Machine

OPERATIONAL MANUAL



MINICOIL-RE
MINICOIL-OE (pictured)
(with Electric Roller)



MINICOIL-R (pictured)
MINICOIL-O
(without Electric Roller)

FEATURES

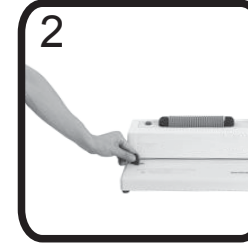
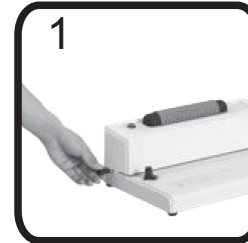


ASSEMBLY

- 1) Place your **MINICOIL** on top of a sturdy table.
- 2) Install Punch Handle and tighten screw.
- 3) Plug in the power adapter (for models equipped with Electric Roller).

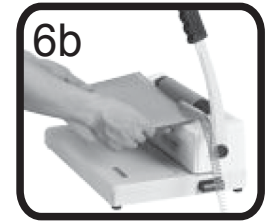
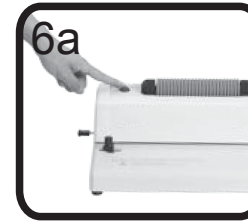
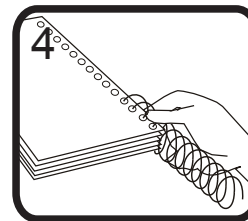
PUNCHING

1. Use Depth Margin Guide to set the preferred punching margin.
2. Move the Side Margin Guide to center the holes on your documents.
3. Insert the documents (10 sheets of 20lb paper max) and press down on the Punch Handle to punch holes, then release back to original position. Repeat Step 3 as needed.

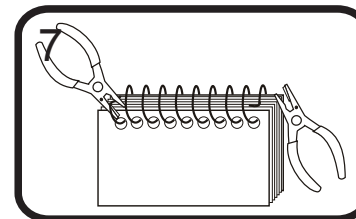


COIL INSERTING

4. Manually insert the coil into the first few holes.
5. For R/O models, manually insert into the rest of the holes (not pictured)
6. For RE/OE (with Electric Roller) models:
 - a) Press the Electric Roller Switch to turn on the roller.
 - b) Hold the document evenly against the roller, pressing slightly against roller. After last hole insertion, remove the document from roller to stop binding, then turn off Electric Roller Switch.



COIL CRIMPING



7. Cut and crimp both ends of the coil with coil crimpers (not included).