

Coil Inserter Module

1) Installation Instructions: Diagram 4

Procedure to attach the coil inserter onto the OD 4012 punch

- ◆ **Unplug the main power cord from the OD 4012.**
- ◆ Loosen the safety screw and open the top cover on the OD 4012.
- ◆ Align the two **threaded studs (1)** that protrude from the coil inserter option into the two holes located on the right side of the OD 4012.
- ◆ Use the two wing nuts provided with the coil inserter to attach the unit. Hand tighten the two wing nuts.
- ◆ Attach the paper **stop bracket (2)** to the right side of the OD 4012 using the **two black thumb knobs (3)** provided.
- ◆ **Attach the paper stop (4)** to the paper stop bracket by sliding the square nut into the slot of the paper stop bracket. This can be positioned and tightened by the knob (5) at a latter time when setting the guides to the paper.
- ◆ Use two black thumb knobs (6) to attach the book table / lexan coil guide to the OD 4012. (The book table / lexan guide has been removed to view the diagram, see diagram 5b to view the book table / lexan guide in position)
- ◆ **Plug** one end of the power cord into the back of the coil option and the other end into the wall outlet. **Both the OD 4012 and the coil option have power cords.**

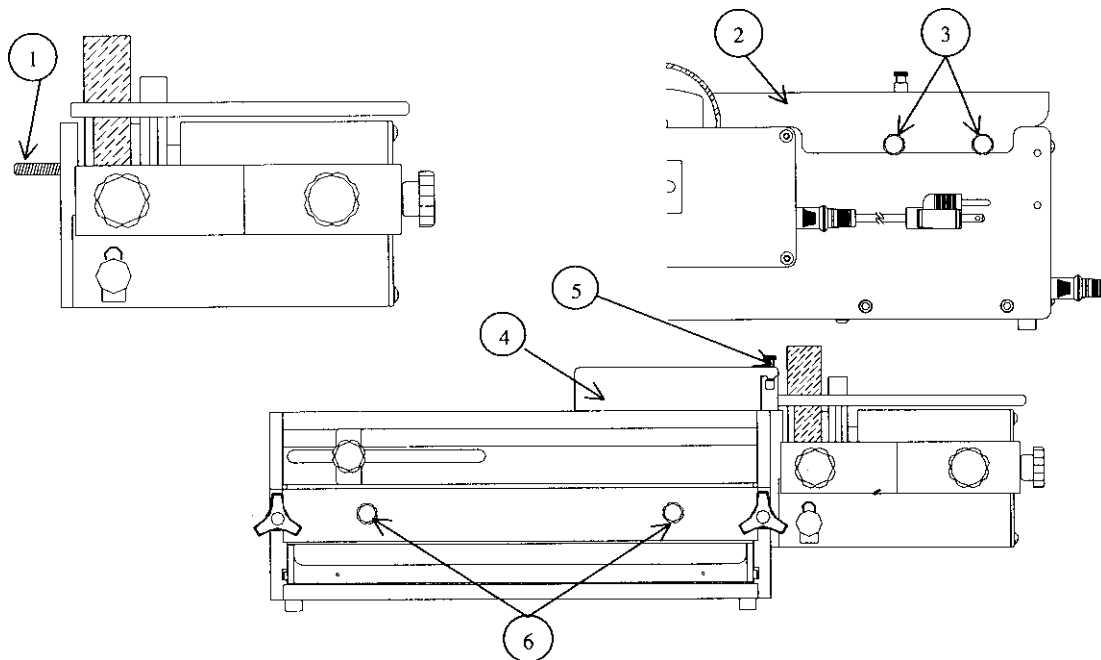


Diagram 4

Setup Instructions: Diagram 5a, 5b, 5c, 5d & 5e

a) Determine the correct size coil.

Use a coil that is at least 3/32" (2.5mm) larger than the book thickness for coil sizes up to 3/4" (20mm). After 3/4", use a coil size of at least 1/8" over the book size. The larger the coil compared to the book, inserting will become much easier.

b) Determine the correct size mandrel

There are a total of nine mandrels, which are used for coil sizes 3/16" (5mm) up to 1-1/4" (30mm). Use the below table to choose the correct mandrel size to coil size.

Mandrel size	Inch	Coil size mm
3/16"	3/16" to 1/4"	(5mm-6mm)
1/4"	5/16"	(7mm-8mm)
5/16"	3/8"	(9mm-10mm)
3/8"	7/16" to 1/2"	(11mm-12mm)
1/2"	9/16"	(13mm-16mm)
5/8"	3/4"	(17mm-19mm)
3/4"	7/8"	(20mm-23mm)
7/8"	1"	(24mm-27mm)
1"	1-1/8" to 1-1/4"	(28mm-30mm)

c) Installing the mandrel on the machine.

- + Place the mandrel (1) into the mandrel holder bracket (2) making sure the beveled edge of the mandrel is facing the right side of the machine. Both guide pins located on the mandrel need to line up with both slots on the mandrel bracket. Use the black knob (3) to tighten the mandrel in place.
- + Adjust the height of the mandrel so the center of the mandrel is the same height as the center of the book.

d) Adjusting the mandrel bracket

- + The mandrel assembly-adjustment knob (4) is located on the right side of the coil inserter. Move the mandrel bracket assembly towards the drive wheel for small mandrels and away from the drive wheel for the larger mandrels.
- + The mandrel holder bracket-adjustment knob (5) can be adjusted to the left or the right so the leading edge of the coil lines up with the first hole of the book.

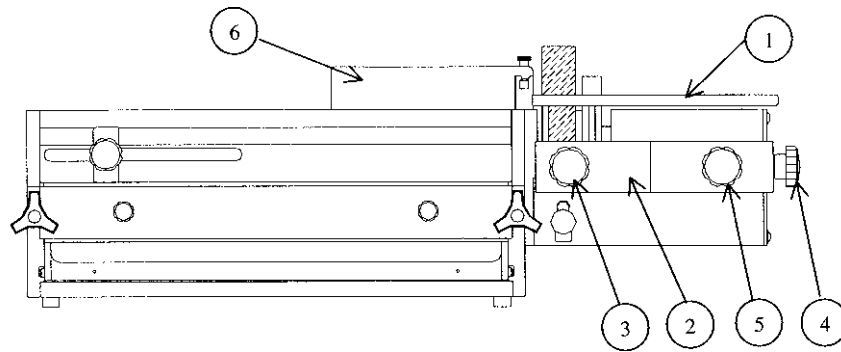


Diagram 5a

e) Adjusting the paper stop.

Place the book on the top cover of the punch with the right side of the book against the paper stop bracket. Adjust the paper stop (6) so the holes of the book hang over the edge of the front cover on the OD 4012 punch. The holes should **hang over the edge just enough for the coil to clear the cover**. Tighten the knob located on the paper stop bracket. It may be necessary to fine-tune this after a few books are bound for exact placement.

f) Adjusting the front table / lexan guide

The **front table/lexan guide (7,7a & 7b)** has two purposes. (FIRST): When the lexan is in the closed position, **rotated on top of the coil (7a)**, it will assist the coil to insert smoothly into the book. You should use the lexan guide with all books regardless of thickness. (SECOND): With the lexan guide (plastic) in the open position, **rotated away from the machine**, it acts as a **support table 7b)** for large books. For books over 9/16" thick, it may be necessary at times to start the coil into the book, then split the book in half using the table to support one half of the book, then finish the inserting of the coil. This method improves productivity.

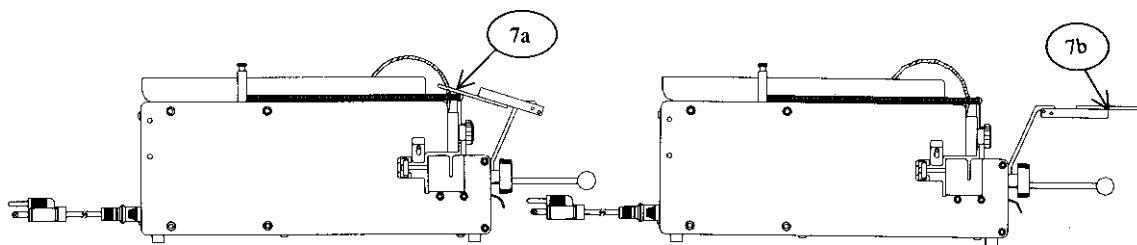


Diagram 5b

g) Forward /off / reverse switch

The **forward / off / reverse** (8) switch has three positions. The center position of this switch is the off position and should be placed in this position when not using the machine. Press the left side (forward) of the switch and the coil will rotate into the book. Press the right side (reverse) of the switch and the coil will exit the book. The reverse feature allows the coil to be removed from the book. Sometimes this will be necessary when the leading edge of the coil misses a hole of a single sheet.

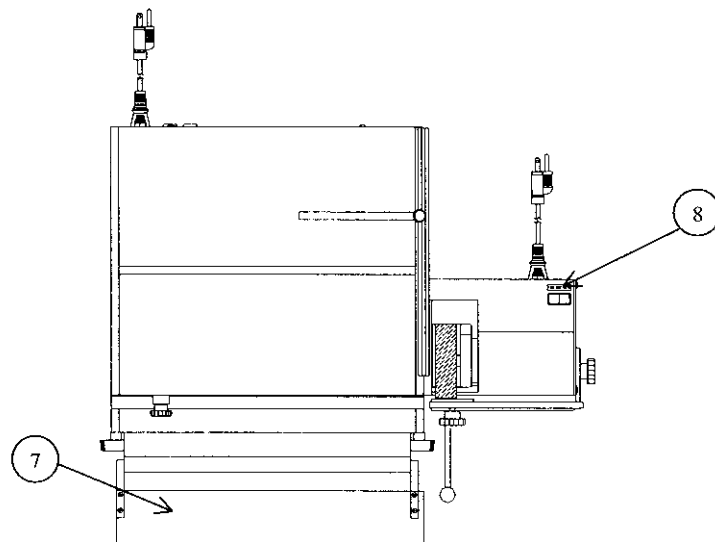


Diagram 5c

h) Inserting a coil.

Place the coil on the mandrel by sliding the open end of the coil onto the beveled end of the mandrel. Turn the coil so it threads onto the mandrel post (9) and is in front of the drive wheel by one coil. Make sure the forward / reverse switch is in the forward position. Pull the handle (10) down to start the motor and engage the drive wheel (11) to the coil. Rotate the coil so it comes close to the edge of the book, but not past the book. With your right hand, hold the leading edge of the coil and thread it through the first two holes of the book. This helps align the holes of the book. Rotate the lexan guide on top of the coil. Pull the handle down gently at first making sure the coil is rotating into the book without missing holes in the sheets or covers. Continue until the coil is past the left side of the book by about one or two coils.

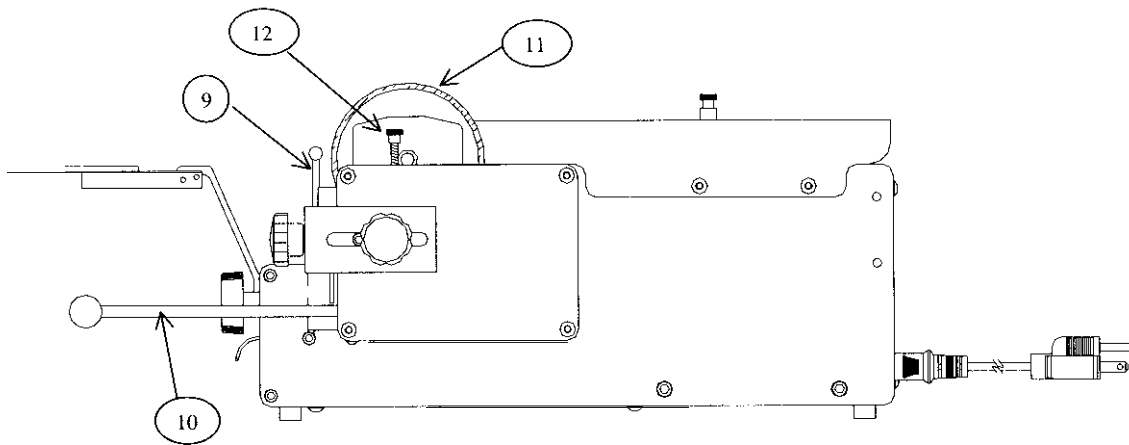


Diagram 5d

i) Drive wheel stop screw,

The **drive wheel** stop screw (12) will prevent the wheel from pressing too hard on the mandrel. It is very important not to have too much pressure on the mandrel when inserting the larger coils. If the leading edge of the coil stops on a miss-aligned sheet, the coil wants to tie itself into a knot between the book and the end of the mandrel. Setting the stop screw will prevent this from happening most of the time. To set the stop screw, turn it clockwise to push the wheel away from the mandrel. Load the coil onto the mandrel and turn the stop screw counter clockwise while holding down on the motor handle (10) until the drive wheel touches the coil. Try a few books and readjust if necessary.

If the mandrel bracket is adjusted **after the stop screw has been** adjusted, **it will be necessary to readjust the stop screw**

j) Cutting the coil

There are special cutter crimper pliers (ordered separately) that are used to terminate the ends of the coil. After the coil is cut, the sharp end of the coil will tuck itself under the inside of the coil opening. To use the cutter, make sure the red dot (13) is facing up. Place the cutter on the edge of the right hand side of the book. Open the cutter enough so that the end of the cutter enters the coil by about 1/4". **Make sure the cutter is level with the book before you cut. As you squeeze** the cutters you may notice the coil wants to twist. You can support the coil with your fingers as you cut to help stabilize the coil. Turn the book over and repeat these steps on the opposite end of the book. Always make sure to close crimping cutters completely.

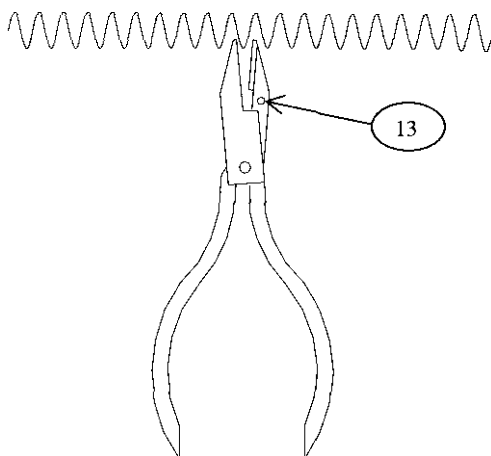


Diagram 5e



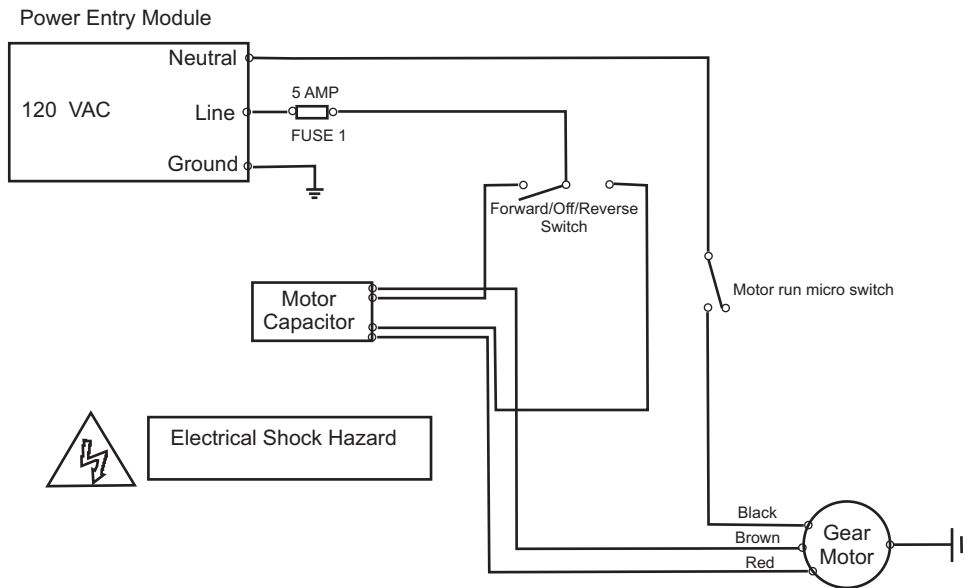
Only qualified **personal** should attempt to work on this equipment.

There is very little that can go wrong with the Coil Inserter Module. Most of the problems are due to setup error. There is one fuse located at the rear of the inserter that can be replaced by the customer. Here is a small troubleshooting guide to help you through some of the problems that may be encountered.

Troubleshooting

Symptom	Possible Cause	Action
Drive wheel does not rotate. (There is a thermal overload built inside of the motor. Wait several minutes before checking the fuse)	1) Machine is off. (switch is in center position) 2) Machine not plugged in, 3) Blown Fuse.	1) Place switch in either Forward or Reverse position. 2) Check both ends of power cord. 3) Check Fuse 1. (5amp)
Coil tightens on the mandrel when inserting.	1) Mandrel is too small for coil.	1) Select proper size mandrel. (see page 12)
Coil stops before it is completely through the book.	1) The holes in the book are misaligned. 2) The coil is beyond drive wheel.	1) This is normal. Try moving the book around so the coil rotates in the holes. 2) Coil length may need to be longer for that particular book. Note: On larger coils, they can wind themselves open so that

(120 volt AC)



NOTE: The motor is protected by a thermal overload located in the motor. It will reset automatically after the motor cools.

This product has earned the UL Listing Mark and the UL Listing Mark for Canada. EI 79574

The OD 4300 has been tested with a duty cycle of 4 seconds on, 15 seconds off with a rest period of 2 minutes after 30 seconds of run time.