

PBS
2000
&
PBS
3000

Rollabind®

OPERATING INSTRUCTIONS PBS 3000

1. To use the machine follow the instructions in the manual. An improper use could be dangerous.
2. The machine must be connected to an electrical socket which is earthed in conformity to existing laws.
3. The machine must be connected exclusively to the socket capable of supplying the required power.
4. The air vents must be kept free so that there is sufficient air around the machine.
5. Make sure that you place the machine on a flat surface to avoid damage.
6. Place the cables in a safe place that does not impede the passage.
7. Do not use extension wire to connect the machine to the socket.
8. Keep the machine in a dry and cool place.
9. Unplug the machine from the socket before cleaning.
10. Unplug the machine from the socket and contact the technical department any time any of the following happen:
 - A. The cable or the plug appears damaged or worn out.
 - B. Some fluid or other objects are inside the machine.
 - C. The machine does not function properly although the operating instructions have been followed.
 - D. Machine has been dropped and/or the outside cover appears damaged.
 - E. The functions of the machine are incorrect.
 - F. The machine has been exposed to humidity or water.

Original spare parts must be exclusively used.

POWER MODEL PBS 3000

1. Connect the plug to an earthed socket (see the label on the rear of the machine).

230 V ~ 50 Hz 200 W

110 V ~ 50 Hz 200 W

Insert the plug throughly. DO NOT connect other machines to the same plug.

2. If you need to unplug the plug do not pull the cable.
3. Do not connect other machines to the same plug.

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&
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**READ CAREFULLY THE INSTRUCTIONS
BEFORE USING THE MACHINE
KEEP THIS MANUAL IN A SAFE PLACE
FOR FUTURE NEEDS**

DO NOT OPEN THE MACHINE

**IN CASE OF NEED CONTACT A QUALIFIED
TECHNICAL SERVICE DEPARTMENT**

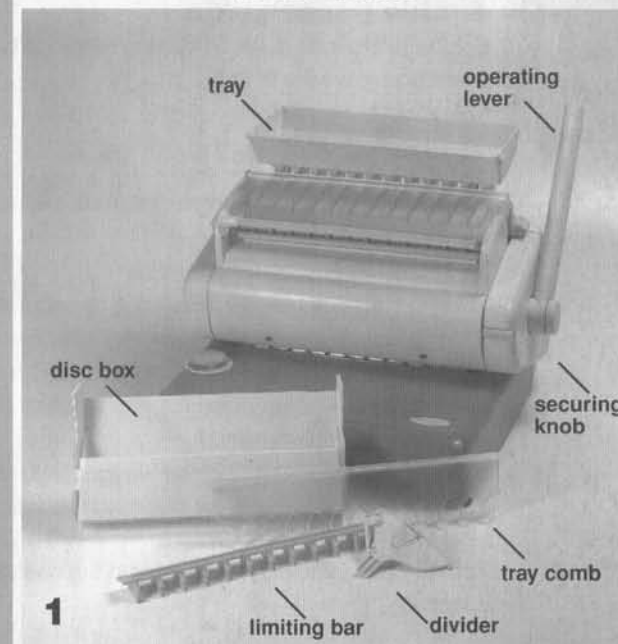
**USE THE MACHINE ONLY TO PUNCH PAPER
SHEETS, CARDBOARD, PVC AND PP COVERS**

**DO NOT TRY TO PUNCH AN AMOUNT OF
SHEETS GREATER THAN THE ONE STATED IN
THIS MANUAL**

We reserve the right to make technical changes
and color variances

The carton contains:

- n.1 Binding machine PBS 2000 - PBS 3000
- n.1 Instruction manual code 338018
- n.1 Operating Lever/Securing knob (only PBS 2000) code 325024
- n.1 Tray code 338014
- n.1 Divider code 338019
- n.1 Disc box code 338020
- n.1 Tray comb code 338015
- n.1 Limiting bar cod. 338030



1**1. Machine Assembly.**

Make sure the carton contains the machine and all the parts listed in the front page; then assemble the machine as follows:

Place the tray on the disc guide panel, by inserting the two pins in the respective holes; when you have to move or to transport the machine, remove the tray from the unit in order to prevent any damage.

Put the tray comb in the tray.

Model PBS 2000:

Fit the lever and the knob on the square shaft in the right side of the machine; the lever must be placed in a vertical position.

2**2. Measuring the thickness of the booklet.**

Insert the booklet you wish to bind under the disc diameter control. Push the control down and read the number in the upper position, which corresponds to the disc diameter you should use.

3**3. Set the disc diameter selector**

By pressing on both ends of the disc diameter selector, move it backwards or forwards until it blocks in the position corresponding to the disc diameter you need.

To make this operation easier, pull down the lever before moving the disc diameter selector.

Four sizes are available:

1/4" 1/2" 3/4" Jumbo

4**4. Side paper guide**

Set the side paper guide by turning the knob to the position corresponding to the paper size you wish to bind.

Five sizes are available:

Din A4 Din A5 Din A6 Letter 11" Letter 8 1/2"

For all other paper sizes rotate the knob until the right position is found.

5**5. Punching the sheets**

Insert up to 15-20 sheets, according to paper thickness (max. 2 mm), into the paper gauge and push them sideways against the lateral guide.

When punching PP or PVC covers, punch up to 1 mm thickness at a time.

Model PBS 2000: Pull down the lever. Return lever to original position and take the punched sheets out.

Model PBS 3000: Turn the main switch ON/OFF to the "ON" position.

Push the button or the pedal: the machine will punch.

Take the punched sheets out; repeat the operation until all the booklet is punched.

6. Loading the discs

Set the tray comb in the position corresponding to the disc diameter you need, in the tray placed on the upper part of the machine.

Fill the rear part of the tray with a quantity of discs adequate to the quantity of booklets you wish to bind; shake the discs and make them settle into the disc guide panel; make sure that discs fill all the slots in the panel.

If the booklet needs less than 12 discs to be bound, place the divider in the tray to exclude the slots not required; then, put the discs only in the left part of the tray and proceed as before.

When using discs size 1/4", place the limiting bar in the front part of the disc guide panel (see picture 10).

Before putting the discs in the tray, make sure that no disc of a different size is left in the machine; otherwise, empty the disc guide panel (see point no. 10).

7. Placing the sheets to be bound

Placing the punched sheets (max. 15-20) on the semitransparent open lid, lay them on the discs and make sure the holes in the sheets are aligned with the discs (see picture).

8. Binding the pages

Keeping the paper firmly against the disc guide panel, push down the sheet press lever so that the discs can fit in the respective holes.

If at this stage the booklet is not completed, do not remove the bound sheets until the whole booklet is bound.

9. Binding the booklet

To bind the complete booklet, repeat operations 7 and 8.

Remove the bound booklet.

We recommend the use of hard covers to obtain resistant binding.

10. Emptying the tray and the disc guide panel

When you wish to change the size of the discs you are using, you have to empty both the tray and the disc guide panel.

If the upper tray contains a large amount of discs, empty it by hand; otherwise, make them settle into the disc guide panel.

To empty the disc guide panel, proceed as follows:

1. Put the disc box in front of the machine and insert its upper edge under the semitransparent lid; in this way the box edge can help the discs to fall in the box.

2. To make the discs fall in the box, move the disc diameter selector forward; if it is in the position corresponding to 1/4" - 1/2", just move it slightly by pressing on both ends. (see picture 11 and 12)

6**7****8****9****10**