INTRODUCTION
CONGRATULATIONS ON THE PURCHASE OF YOUR NEW CoilMac. A PROFESSIONAL AND HEAVY-DUTY COIL PUNCH AND BINDING MACHINE, YOUR CoilMac WAS CAREFULLY DESIGNED WITH A FULL RANGE OF FUNCTIONS AND PREMIUM QUALITY COMPONENTS TO GUARANTEE AN EFFORTLESS AND PROFESSIONAL BIND, AS WELL AS MANY YEARS OF TROUBLE-FREE SERVICE.

IMPORTANT
WE RECOMMEND THAT YOU TAKE A FEW MINUTES TO FAMILIARIZE YOURSELF WITH THE FUNCTIONS OF YOUR NEW CoilMac, YOU WILL FIND THAT WITH JUST A LITTLE PRACTICE, ANYONE CAN ACHIEVE PROFESSIONAL RESULTS.

FEATURES

Die Disengagement Pins
Side Margin Control
Waste Drawer
Coil Inserting Guide
Document Supporting Bracket

ASSEMBLY
1. Place your new CoilMac on top of a sturdy working table. See picture 1
2. Remove the screw from punching axle. Insert the punch handle, in a vertical position, onto the punching axle and tighten back the screw into the punching axle (make sure screw is well fastened counter clockwise). See picture 2
3. Attach the Coil Inserting Table to the front of your CoilMac or place it next to your CoilMac, whichever is more convenient for you. See picture 3&3A
SET-UP

1. Use Coil Size Guide to determine the correct:
   - Depth Margin
   - Coil Diameter

   See Picture 1

2. To adjust the correct Punching Margin, press and rotate the Depth Margin Control. See Picture 2

3. (OPTIONAL) You may use the Coil Diameter Selector to determine or double check that you are using the correct coil diameter for your document. See Picture 3

   HINT
   To properly adjust the depth margin, press and rotate the Depth Margin Control at the same time. Release it upon reaching the desired position. The Depth Margin Control button must bounce-back upon release. If it does not bounce-back, rotate it slightly back and forth until it does so. See picture 4

PUNCHING

1. Use the Punch Throat Ruler and Side Margin Control to center the punching of your document. See Picture 1 & 2. HINT: Insert a sheet and make sure you disengage any hole that is left partially exposed on the Punch Throat Ruler. Failing to do so, will leave a partially perforated hole at the edge of your document.

(For CoilMac-M41 models)
Various disengageable pins can be found at strategically designed positions, to avoid partially perforated holes in most common sheet sizes (such as 11", 8-1/2", 14", A4 & A5, etc).

(For CoilMac-M41+ model)
Full disengageable pins guarantees a clean punch on any standard or custom size sheets. Also, specially designed 0.2475" Pitch gives you 44 evenly centered holes in a 11" sheet, which results in adequate hole to edge-of-sheet margins and easier coil insertion.

2. Insert sheets and pull handle toward you to punch. See picture 3

FOR PUNCHING DOCUMENT 14" (356MM) OR LARGER

1. Align Sheets as indicated on Punch Throat Ruler. Make sure all Die Disengagement Pins are pushed in.
2. Insert sheets and pull handle forward to punch. See Picture 1
3. Remove sheets and flip them over as illustrated. See Picture 2
4. Insert sheet from right-hand-side. Pull the handle forward and punch. See picture 3.

IMPORTANT: Document must be inserted in such a way as to place one of the already perforated holes onto the Continuous Punch Guide. Make sure that the last hole (Document edge), if partially covered by the Punch Throat & Ruler, is aligned to a disengaged die, otherwise your document will be left partially perforated.

REMARKS:
   a). When using your CoilMac for the first time, punch a few waste sheets. This will clean-off any excess oil on the punching dies.

   b). Recommended number of sheets per punch: 12-15 (20lbs paper)

   c). Maximum recommended single punching capacity: 17 sheets (20 lbs paper)

COIL INSERTING (BINDING)

1. Place your punched document on the Coil Inserting Table. Align document and place 1 set and 4th hole on the Coil Inserting guides. See picture 1
2. Insert coil from right-hand-side and hand. See picture 2
3. Upon reaching the last holes, remove document from Coil Inserting Guides and finish inserting the coil. See picture 3
4. Use a set of pliers to cut-off any excess coil. Make sure you bend-in both coil ends. This procedure will avoid document from unbinding itself. See picture 4