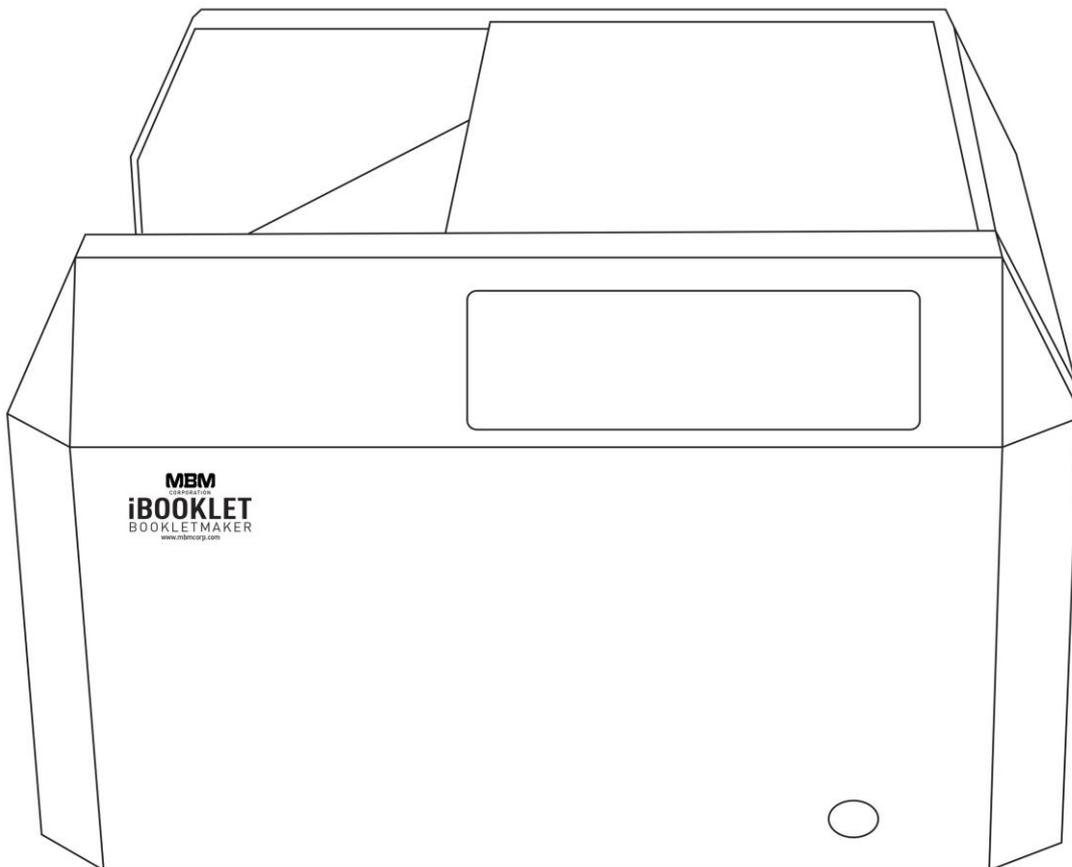


**Operation Manual**

**MBM**  
**iBOOKLET**

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May 26,2017

**MBM Corporation**

## Introduction

Thank you for purchasing the iBOOKLET.  
The iBOOKLET is a tabletop booklet maker.

Its major features include:

- Comfort in operation supported by touch-type switches.
- Support for two clinching methods to make a wide variety of booklets
- Automated or manual booklet making is possible only by selecting paper size.

Read this manual carefully to ensure the product is handled and used under the best conditions.

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## Safety Precautions

\*The repair of a product that is damaged or malfunctions because of failure to follow the instructions in this manual may not be free of charge, even during the warranty period.

## Notes on Installation

<b>Warning</b>	<p><b>Do not install the product at a place where there is alcohol, thinner or other volatile substances, or an open flame.</b> Doing so may cause fire or electric shock.</p>
<b>Caution</b>	<p><b>Do not install or store the product at an unstable place or at a place prone to vibrations from other machinery.</b> Doing so may cause the product to drop or fall over, resulting in injury.</p>
	<p><b>When lifting or transporting the product, use both hands to hold the product from the rear.</b> Lifting the product from front or side may result in poor weight balance, causing you to fall or become injured.</p>

## Notes on Power Supply

<b>Warning</b>	<p><b>Connect the power cord to a grounded outlet.</b> Failure to do so may result in the malfunction of the protection circuit and cause an electric shock.</p>
	<p><b>Do not connect or disconnect the power plug with wet hands.</b> Doing so may cause electric shock.</p>
	<p><b>Do not use any voltage other than specified by the machinery.</b> Doing so may cause an electric shock or fire.</p>
	<p><b>Do not use a damaged power cord.</b> <b>Do not process the power cord.</b> <b>Do not put anything heavy on the power cord.</b> <b>Keep the AC inlet at least 8 cm from the wall.</b> Failure to follow these instructions could cause an electric shock or fire.</p>

## Notes on Use

<b>Warning</b>	<p><b>Do not use the product when it is acting abnormally, such as emitting smoke, foul odors, or noises.</b> Doing so may cause an electric shock or fire. Power it off immediately and disconnect the power plug from the outlet.</p>
	<p><b>Do not disassemble or modify this product unless otherwise specified to do so in this manual.</b> Doing so may cause an electric shock or fire.</p>
	<p><b>Do not use the product when there is foreign matter, water, or another form of liquid inside.</b> Doing so may cause an electric shock or fire.</p>
<b>Caution</b>	<p><b>Do not mount anything on the product or place anything heavy on it.</b> Doing so may cause the product to fall or break, resulting in injury.</p>
	<p><b>If the product is not to be used for a long time, be sure to disconnect the power cord from the outlet for safety purposes.</b></p>
	<p><b>Do not use needles other than those that are recommended.</b> Doing so may cause some staples to become stuck.</p>
	<p><b>Do not load a number of sheets that exceeds the specified limit.</b> <b>Do not use any thick, broken, or old paper.</b> <b>Do not feed any paper from a high position.</b> <b>Do not push paper forcefully.</b> Doing so may hamper proper bookbinding.</p>

## 1. Specifications

1. General Specifications	
1) Model	iBOOKLET
2) Main Unit Dimensions	W19.3" x H14" x D18.7" (inch)
3) Weight	44.1lb
4) Main Power Supply	AC100 - 240V(±10%) 0.7 - 0.3A 50/60Hz
2. Bookmaking Specifications	
1) Paper Size	13" x18.4" ~ 4.3" x 8.3" (inch)
2) Number of Sheets	16 sheets (21.3 lbs..bonded paper base)
3) Number of Staple Heads	2
4) Paper Quality	17.4 to 79.9 lbs (bonded paper base)
5) Stapling capacity	Anvil clinching : From 2 to 16 sheets (80g/m2 or 24lb paper) Flat clinching : From 6 to 16 sheets (80g/m2 or 24lb paper)
6) Counter	Up or Down
7) Staple Width	3.5", 5.3" or 7.1"
8) Staple Type	Standard chisel-point staples(SF4)
9) Multi-functional	Fold & staple , Fold only or staple only
10) Stitching Type	Squarely flat or loop
11) Speed	800 booklets/hour
12) Error Detections	Paper jam , Cover open , No staple
13) Operation	Automatic or Manual
3. Operating Environment	
1) Operating Area	Indoor environment
2) Altitude	Maximum of 3.28ft
3) Operating Temperature	32°F to 122°F
4) Relative Humidity	20% to 90% RH

## 2. Names of Components

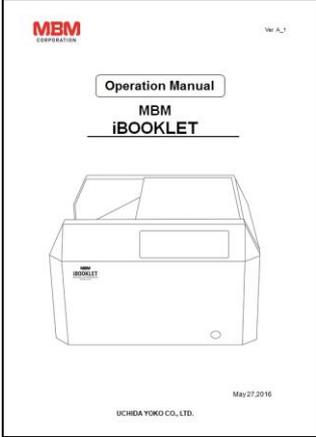
### 1) Front



### 2) Rear



### 3. Accessories

Accessory	Qty.	Appearance
Operation Manual (this document)	1	
Set of staples	1	
AC Power Cord	1	
Stocker	1	

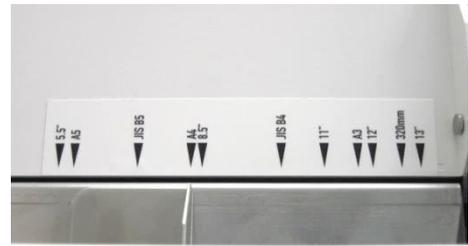
## 4. Steps for Operation (Process Flow from Preparation to Finish)

### 1) Preparation

- (i) Open the top cover. This cover serves as a table for setting paper.



Paper width guide



- (ii) Connect the accompanying power supply cord to the AC inlet to supply the designated power for the machine.  
 (iii) Press the power switch of this product.  
 (iv) The indicator on the operation panel will start flashing, and after a while will remain lit. This indicates that the product is ready for operation.

\* If the lower cover comes open, if there are not enough staples left, or if paper remains fed, the product issues an error. The indicator displays E01, E02, or E03.

- (v) Configure the settings.

Item	Descriptions
Paper Feed	Select between <i>Auto Mode</i> and <i>Manual Mode</i> .
Clincher	Select between <i>Flat</i> and <i>Loop</i> .
Staple and Fold	Select <i>Saddle Stapling</i> , <i>Side/Corner Stapling</i> , or <i>Fold only</i> .
Paper Size	Select from six paper size options.
Count Mode	Select between <i>Count Up</i> or <i>Count Down</i> . In <i>Count Down</i> mode, specify a value in advance.

### 2) Bookbinding

- (i) Set the paper width guide to the size of paper to be bound. Put the paper on the table, and then release your finger to let it fall naturally. In manual mode, press the Start switch. In auto mode, the product will start operating automatically when the optical sensor detects the end of the paper that falls down.

- (ii) Press the Start switch. Bookbinding will begin.

- (iii) After binding is finished, the number of copies bound is displayed in three digits.

- (iv) If the paper is not cut at the right angle, make an oblique adjustment:

Power off the product. => Open the lower cover. => Adjust the guide to the paper width, and then load the paper.

=> Slightly loosen the three screws at the center of the paper stopper to set the stopper at the end of the paper. => Refasten the three screws. => Remove the paper, and then close the lower cover.

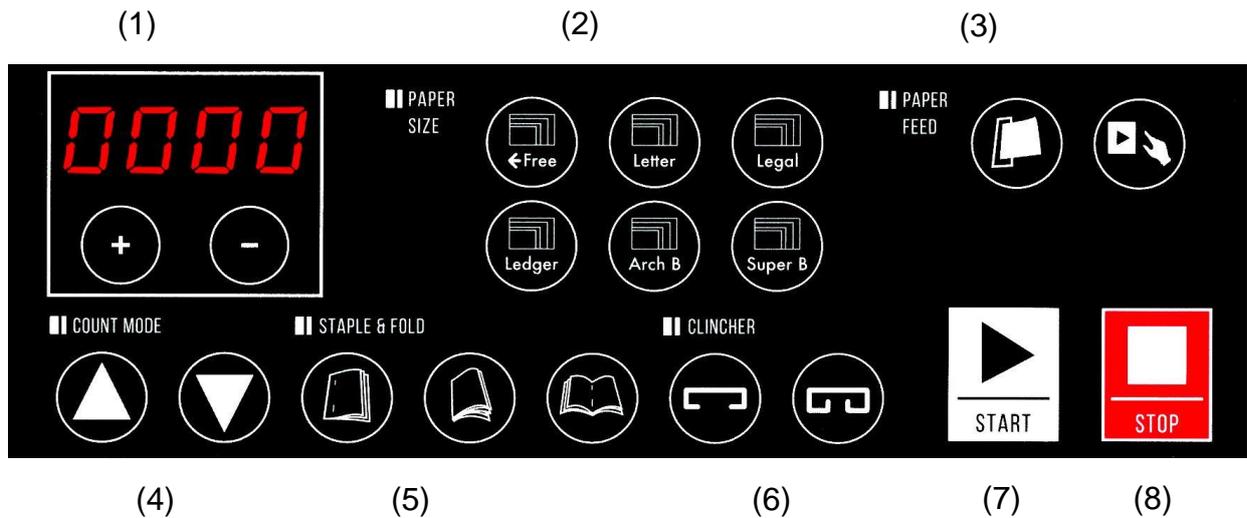


### 3) Finish

- (i) Turn off the power switch. The lit indicator where numbers show will go out.  
 (ii) Close the upper cover.

## 5. Functions

### 1) Operation Panel



#### (1) Counter

- (i) In *Count Up* mode, the panel displays the number of copies counted.  
In *Count Down* mode, the panel displays the value calculated by subtracting the number counted from the preset value.
- (ii) When changing the paper size, the panel displays the change made within the range of +/- 0.2 inch for four seconds.  
When the paper size is set to *Free*, the panel displays the full length for four seconds.
- (iii) In side binding mode, the panel displays the adjustment made within the range of 0.30 inch to 0.60 inch for four seconds.
- (iv) In auto mode, the panel displays the detection time within the range of one to five seconds for four seconds.
- (v) The value may be increased or decreased by pressing the positive (+) or negative (-) key.

#### (2) Paper Size

- (i) Choose the original paper size from the following options: LETTER, LEGAL, LEDGER, ARCH B, SUPER B, and FREE.
- (ii) For *FREE*, set the original paper length within the range of 5 inch to 19 inch
- (iii) Press any of the switches twice to increase or decrease the paper length by up to +/- 0.2 inch. This is fine adjustment for each preset paper size.

#### (3) Paper Feed

- (i) *Auto Mode*: Press the auto switch. The product will automatically start when the optical sensor detects the paper that is fed.  
Press the auto switch twice to change the detection time, using the positive (+) and negative (-) keys to change the value.
- (ii) *Manual Mode*: The product starts when the Start switch is pressed.

#### (4) Count Mode

- (i) Press the ▲ key for the Count Up mode, or the ▼ key for the Count Down mode.
- (ii) In the Count Down mode, specify the value in advance, using the positive (+) and negative (-) keys to change the value.
- (iii) No value exceeding three digits can be displayed or specified.

(5) Staple & Fold

- (i) When Side Stapling is selected, the product binds on the side of paper. Press the Side Stapling switch twice to adjust the stapling position within the range of 0.30 inch to 0.60 inch, using the positive (+) and negative (-) keys to change the value.
- (ii) When Saddle Stapling is selected, the product staples at the center of the paper and folds it.
- (iii) When Fold is selected, the product will fold the paper.

(6) Clincher

- (i) Press the Flat key to flatten the ends of the staple.
- (ii) Press the Loop key to curve the ends of the staple.

(7) Start

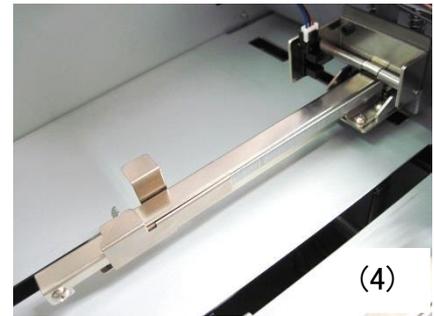
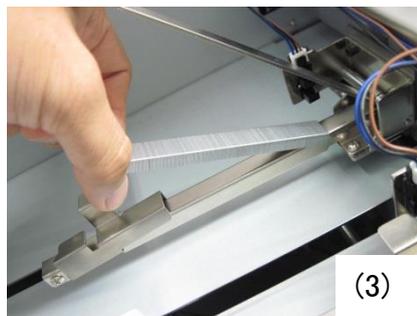
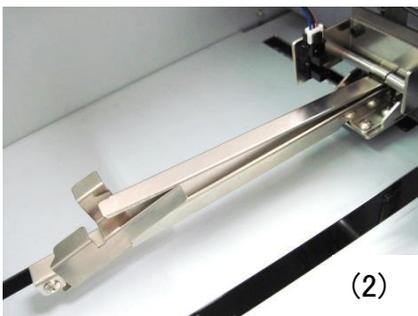
Press this switch to start binding.

(8) Stop

Press this switch to stop binding and to initialize the settings.

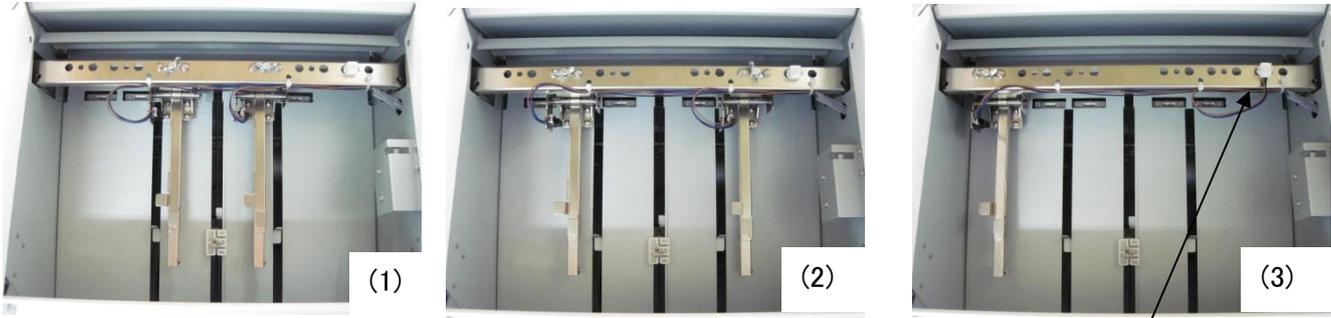
2) Refilling Staples

- (1) Press the power switch to turn the product off. Next, open the lower cover.
- (2) Remove the staple retainer and put it at the rear part of the magazine to fix it in place.
- (3) Refill the staples.
- (4) Return the staple retainer slowly to its original state. The spring is strong. Handle with care.
- (5) Close the lower cover and press the power switch to turn the product on. Be sure to refill a new single set of staples that is at least 2 inch in length. Refilling with a set of staples that is less than 2 inch or attempting to insert multiple staple sets may cause jamming.



### 3) Staple Heads

- (1) The product is equipped with two staple heads, with a 3.54 inch case each.
- (2) You may unfasten the wing bolts and change them with 5.31 inch or 7.08 inch cases.
- (3) For corner stapling, remove the head that will not be used, unplug the sensor connector, and then insert the connector in the connector catch.

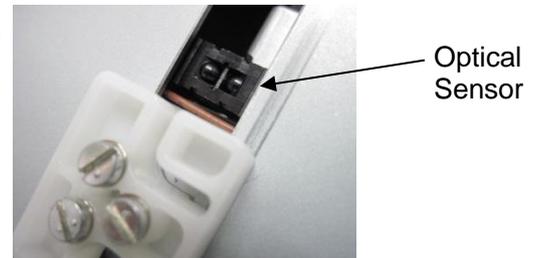


Connector  
Catch

## 6. Regular Maintenance

### 1) Cleaning the Optical Sensor

- (1) Clean the optical sensor every day to ensure stable operation.
- (2) Power the product off, open the lower cover and gently brush the optical sensor at the center of the paper stopper with a commercially available blower brush, etc.



Optical  
Sensor

### 2) Cleaning the Exterior of the Product

#### (1) Operation panel

- (i) To clean the outer surface, gently wipe it with a soft cloth or piece of cotton wool. Repeated use of a dirty cloth or the same cloth may scratch the LCD panel.
- (ii) Do not use a detergent containing abrasives when cleaning the panel. Doing so may not only scratch the screen, but also hamper normal operations.
- (iii) If the product is splashed with water, solvent, or other liquid, wipe it off immediately. Failure to wipe the liquid off the product may not only cause the panel to deteriorate and malfunction, but also cause the product to malfunction after the liquid enters it.

#### (2) Cabinet

- (i) Gently wipe it with a soft cloth. If it is very dirty, use a cloth dampened with a water-diluted neutral detergent, and then wring it out well.

#### (3) Inside

- (i) Please contact us if you want to clean the inside. Never disassemble the product on your own because doing so will result in product failure or electric shock.

### 3) Recommendation for Regular Maintenance

Ask your dealer to conduct inspections of the product when needed.

## 7. Troubleshooting

Problem	Cause	Action
The product cannot be powered on.	Is the power cord connected properly?	Turn the power switch off and securely plug the cord into the outlet. Check the connection of the connector on the rear side of the product is not loose.
	Is the power cord used appropriately?	Use the power cord accompanied with the product.
The product does not work properly.	Is the optical sensor dirty?	Clean the optical sensor.
	Is the paper loaded properly?	Set the paper guides properly to match the paper width. Be sure to load the number of paper within the specified limit.
	Are staples used properly?	Use the recommended staples.
	Is there an excessive number of sheets loaded?	Load the paper within the specified limit.
	Is the folding position right?	Turn the power switch off and turn it on again to move the stopper to the initial position.
E01 is displayed.	Is the lower cover open?	Close the lower cover.
E02 is displayed.	Is there a lack of staples?	Follow the steps for refilling staples on page 9.
E03 is displayed.	Is there any paper left on the paper tray.	Remove the paper.

# Operation Manual

# iBOOKLET

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Keep this Operation Manual with care in a fixed storage place so that it may be available whenever required.

When the Operation Manual is stained or lost, contact the distributor or a person in charge in our sales office to ask for a new one.

When you want to transfer this product to the next owner, be sure to hand over this Instruction Manual along with the product.

If there is any label that becomes illegible or is about to peel off, contact the distributor or a person in charge in our sales office to immediately replace it with a new one.

**MBM Corporation**

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