

Perfect Binder

To use the perfect binder you must obtain the key from security after being checked out on the binding equipment. The key you will need is “B100 Binding.”

- Unlock the power cable in the red plastic box
- Plug into electrical outlet.

A. Warm Up (20 min)

- Switch green power button “on”.
- Light will turn on (OFF = 0 , ON = 1)
- Leave machine alone for 20 min.
- During which you take the time to collate your book structure.
- **NO GLITTER OR SAND ALLOWED**
- Check glue level

B. How to check the glue level in perfect binder:

- 1. Glue Pot / Roller:** The square-ish object on the right hand side of the binder, on the rod with a grey plastic bulbous handle.
- 2. To find the fill line:** Next to the bulb’s handle find a small mushroom shaped cap that seals the glue pot. Lift the cap and Look inside you will see a metal triangle shaped object protruding from the wall.

-DO NOT ADD GLUE HIGHER THAN THIS OBJECT.

C. After Warm Up (20 min)

- **NOTE:** After proper warm up you should be able to move the glue pot/roller mechanism along the rod above the book table easily.
- **NEVER** force the roller it will not roll until the glue is hot enough.
- Place book structure in flat bed **(the bottom of the perfect binder)** and use the metal cylinder to help collate the page evenly.
- **Metal Dowel Object** - unscrews to be placed according to book size in the small holes in the clamp mechanism. This allows you to square up your pages properly.
 - Look for wax paper and place wax paper around spine of book (like a cover)
- **Clamp mechanism** = Grey handle is for clamp
 - located in the front of perfect binder
- **Release /Unlock the clamp** = slightly pull on handle away from book structure and lower handle (so tiny pin fits through the slot), this unlocks clamp and allows clamp to slide and contact book structure.

- Push handle up to lock

- You will feel slight resistance just before lock takes place, it’s ok.
 - Handle should be straight up and parallel to book structure and backing plate. (where your book is)
 - You will probably feel a slight bump when it is in locked position. Check that the edges are square.
 - Grip metal bar that the handle was locked into initially.
 - Push the metal bar up and over the top so that spine of the book is facing up.
- ## - Roughen the spine with the roughener on your left
- slide along metal rod, back and forth once
- ## - Then the glue roller on your right
- slide along metal rod, back and forth once
- After gluing, flip book back over in original position
 - Make sure wax paper is behind book structure and underneath spine (like a cover)

- Lower

- Grey handle on long metal rod on far right of machine to engage nipping bar.
- Use nipping bar to compress wax paper into book(much like cover)
- **Hold for 10 seconds**
- Return nipping bar to original position

- Unclamp

- book by pulling handle towards you.
- Sliding clamp back to original position and locking.

- Remove wax paper

<https://www.youtube.com/watch?v=ANHhn0EAqkw>

To Bind Book Cover: simply substitute cover stock for wax paper.

Clean up glue or other residue in the binding bed.

When finished lock up and return the key immediately!