e-Leonardo

CoLibrì System Covering Machine

User Manual

USER MANUAL

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CoLibrì System S.p.A.

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This manual has been prepared to help the user during the installation, commissioning and normal use of the **CoLibrì e-Leonardo**. book covering machine. The instructions, drawings, tables and other data contained in this document are technical information of confidential nature. No part of this manual may be reproduced and/or disclosed, without specific authorization from **CoLibrì System S.p.A.** Users are prohibited from disclosing the contents of this manual and from using this manual for purposes other than those strictly tied to the installation and normal use of the above mentioned equipment.

In order to guarantee the proper functioning of the machine all users must carefully read and follow the instructions contained herein. Take care of this instruction manual and keep it in a known and easily accessible place. If necessary the customer may request a copy of this document *(for example where the original document is damaged)* by making written request to **CoLibrì System S.p.A.**.

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Declaration of Conformity UK CA

According to the relevant UK Regulations

CoLibrì System S.p.A. declares that the automatic **CoLibrì e-Leonardo** system intended to apply a suitable protective film to book covers/documents or objects, complies with the requirements of the following Regulations:

- SI 2016: 1101 Electrical Equipment (Safety) Regulations 2016.
- SI 2016:1091 Electromagnetic Compatibility Regulations 2016.
- SI 2012:3032 The Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment Regulations 2012.

and that the principles and concepts introduced by the relevant paragraphs of the following Designated Standards have been adopted for its design and construction:
EN 62368, EN 55024, EN 55032, EN 50581.

The Technical Construction File is kept at the technical offices of *Co*Librì System S.p.A. Via Ripamonti 44, 20141 Milano

CoLibrì System SpA
Aldo Farneti
President

Date
30/11/2022

Warranty

CoLibrì System S.p.A. guarantees this product on the following conditions and terms.

CoLibrì System S.p.A. replaces the entire product and/or defective components during the warranty period, in case of raw material evident or hidden defects or manufacturing errors within the limits specified below.

In order to establish the causes of the defect and to apply the warranty terms to the specific problem, the worn and damaged components must be returned to **CoLibrì System S.p.A.**

Warranty period

24 months from the delivery date, unless differently specified.

Exceptions and Limitations

- ✓ The user must follow the provided instructions in order to correctly carry out the installation and all the other necessary operations for the normal use of the **CoLibrì e-Leonardo** book covering machine. Failure to comply with this requirement will void the warranty.
- ✓ The warranty refers exclusively to products and components supplied by **CoLibrì System S.p.A.** and excludes claims for consequent damages or losses.
- ✓ The warranty is subject to the full respect of the buyer obligations and will be void if the material is modified or tampered with, or if the precautions for a correct installation or use have not been adopted.
- ✓ The welding bar is out of warranty, except for the first 5000 trimming cycles.

The CoLibrì e-Leonardo book covering machine has been designed for exclusive use with original CoLibrì material. The use of non-original CoLibrì material causes malfunctioning and possible serious damages to the machine and voids the warranty on the machine itself

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1- Introduction

The **CoLibrì e-Leonardo** book covering machine is an automatic system used to cover any type of book or publication and may also be used to file, save and protect documents, photographs, plans and objects. Covering books or publications of any shape and size becomes a very quick and easy task using the **CoLibrì** system's special transparent covers that are available in various sizes. In fact, no more than 20 seconds are needed to apply a resistant and perfectly adherent protective cover. In addition, the transparent cover is not sticky, it does not alter the book cover and may be removed and replaced at any time.

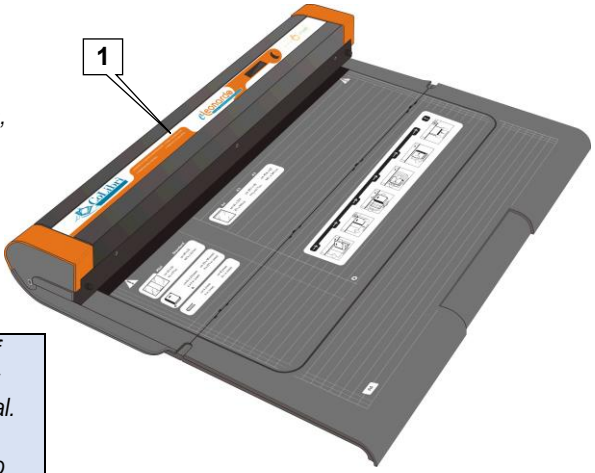
The CoLibrì e-Leonardo book covering machine has been designed for exclusive use with original CoLibrì material. The use of non-original CoLibrì material causes malfunctioning and possible serious damages to the machine and voids the warranty on the machine itself

The book covering machine has been designed with the objective of creating a ready-to-use compact unit, suitable to trim and weld covers in an automatic, safe, simple, clean and perfectly squared manner. All these characteristics have been perfectly integrated in the **CoLibrì e-Leonardo**, a hi-tech system which is accurate down to the last detail and which is also light, handy, fast and cost effective. The system is particularly suitable for stationery shops, bookshops, schools and libraries. In addition, because it is fast and easy to use, the **CoLibrì e-Leonardo** book covering machine is also the ideal solution for professional offices, where architects, editors, photographers, etc. can use it to file projects, documents, sketches and drawings or to put objects, photographs and printouts into envelopes.

1.1 Identification of Components

1. Welding head

The welding head contains the main elements needed for trimming/welding the cover *(e.g. welding bar, control board, motors, etc.)*. The external casing allows a rapid dissipation of the heat developed during the welding process and, at the same time, it prevents the user from touching potentially dangerous parts.



A slight overheating of the welding head after extended use is normal. In any event, the accessible surfaces do not reach dangerous temperatures.

Special protections secured with screws give access to the integrated parts to facilitate maintenance.

Any work on these parts, other than those described in this manual, must be carried out by qualified technical staff (customer service staff).

2. Work surface

Made of heat resistant and highly stable plastic material, properly secured to the welding head, the work surface provides a convenient support plane and facilitates cover insertion and the welding/trimming operations. The serigraphy on the work surface not only helps the operator to find the correct cover size and to align the covers, but also shows, in graphical mode, the main steps needed to correctly complete the covering process. The work surface, which can be folded back thanks to a special hinge, is fitted with rubber feet to ensure excellent stability. This saves space when the machine is not being used.

3. LCD Display

Liquid crystal display that shows graphic instructions and information supporting the operator. During operation, the pictures on the display guide the operator for a correct cycle execution. After the pressure of the cycle start push-button (**4**) or pedal (**5**), the display graphically shows the operation the system is automatically carrying out. During the parameter setting stage *(see section 6.3),* the display shows the selectable settings.

4. Cycle start push-button

After having correctly positioned the document and the relevant cover, press this push-button to start the welding/trimming cycle. During the parameter setting stage *(see section 6.3)*, using this push-button you can select the desired option.

*To start the welding/trimming cycle, the push-button must be pressed **only once**. In other words, after having pressed the cycle start push-button, neither press it again, nor press the cycle start pedal until the operation ends.*

5. Cycle start Pedal

It has the same function of the cycle start push-button and it allows you to carry out the covering cycle with hands free. After having correctly positioned the document and the cover, press the pedal to start the welding/trimming cycle.

*To start the welding/trimming cycle, the pedal must be pressed **only once**. In other words, after having pressed the cycle start pedal, neither press it again nor press the cycle start push-button until the operation ends.*

6. Power socket

It allows the connection of the unit's power cable. See the "Installation and Connection" section for further details.

7. Main switch

It turns the unit on/off.

8. Pedal connection socket

It allows the connection of the cycle start pedal (**5**).

1.2 Symbols used

Notes, warnings or suggestions for the user.

Prescriptions for the user safety and the equipment integrity

Obligation to dispose of the environmental impact material in compliance with the regulations in force

Operations executable by means of a simple, yet necessary visual check

1.3 Technical Data

Performance	
Maximum trimming time	2.5 seconds
Max welding length	500 mm [19.7”]
Consumables	***Co*Libri** pre-formed covers and document pockets

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Technical specifications	
Overall dimensions	560(l) x 90(h) x 410(d) mm [22”(l) x 3.54”(h) x 16.15”(d)]
Total weight	5 kg (10.5 lbs)
Power supply	115/230 VCA – 50/60 Hz with 24V, 10A, 100kHz integrated insulation transformer
Power absorption	400 W (2 seconds)
Max. welding bar temperature	160 °C (433 °K)

1.4 Identification/Warning Plates

The following identification/warning plates are applied to the welding head bottom cover of each **CoLibrì e-Leonardo** book covering machine:

1. It indicates to authorised and trained staff that the power cable must be disconnected before removing the protection cover.
2. It indicates that the protection cover must not be removed and that unauthorised or untrained staff must not access the electrical section.
3. Identification and UK CA marking plate. It represents the unique product identification recognised by the manufacturer. The data printed on this plate must be indicated each time a service is requested or when spare parts are ordered.

2 Installation and Connection

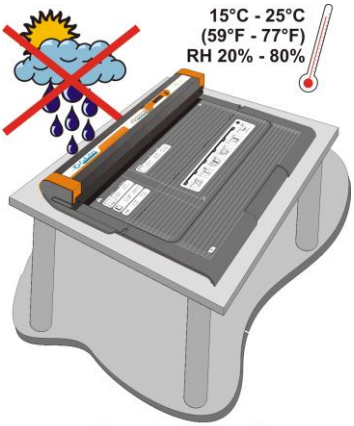
To correctly install and connect the **CoLibrì e-Leonardo** book covering machine, it is necessary to perform the operations referred to below *(in the order indicated)*, working as set out in this chapter:

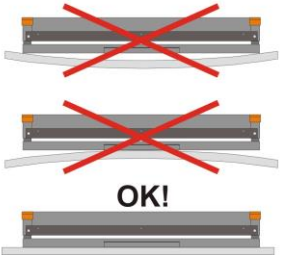
- ✓ Choosing the installation site
- ✓ Unpacking and checking the components
- ✓ Preparing and positioning the unit
- ✓ Connecting the cycle start pedal cable
- ✓ Connecting the power cable

2.1 Choosing the Installation Site

To ensure the best operation of the unit, the installation site must have the following characteristics:

- The support surface must be sturdy and perfectly level, failing which the unit might not work properly. Moreover, it must be easily accessible, not subject to excessive vibrations.
- Install the unit in a place that is not exposed to direct sunlight or atmospheric agents.
- Leave sufficient space around the unit so that you can work comfortably and position it far from other electronic equipment, to avoid interferences.
- The installation site must have a temperature ranging between 15 °C and 25 °*C (59 °F to 77 °F)* and relative humidity *(RH)* between 20% and 80%. The unit might not work properly at a temperature of less than 15 °C *(59 °F)*.
- The installation site must be adequately ventilated, free from dust and/or condensation. Do not install the unit near a humidifier.
- To prevent damage to the unit do not install it in a place where it will get splashed by water.
- To avoid sudden temperature changes do not install the unit near air conditioners, heaters or other heat sources.
- The unit must be installed near a wall socket. This one has to be easily accessible in order to allow a prompt disconnection of the plug, in case of emergency.





2.2 Unpacking and checking the components

Take the package to the chosen installation site, handling it with care to avoid knocking or vibrating the package. Follow the normal precautions regarding manual lifting of a load.
Open the package and carefully remove the unit and its accessories to avoid damage.
Check that the following items are in the package:

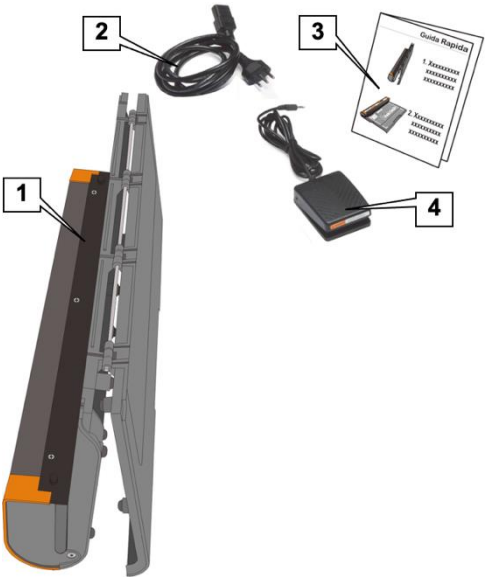
1) N° 1 Machine body with the work surface folded to save space

2) N° 1 Power cable *

3) N° 1 Quick Reference Guide *

4) N° 1 cycle start pedal with power supply cable *

**) Accessory items*



Confirm that the package contains all the items listed above and check that the main unit and its accessories have not been damaged during transportation. Immediately inform the manufacturer in the event of damage, defects or differences being found.

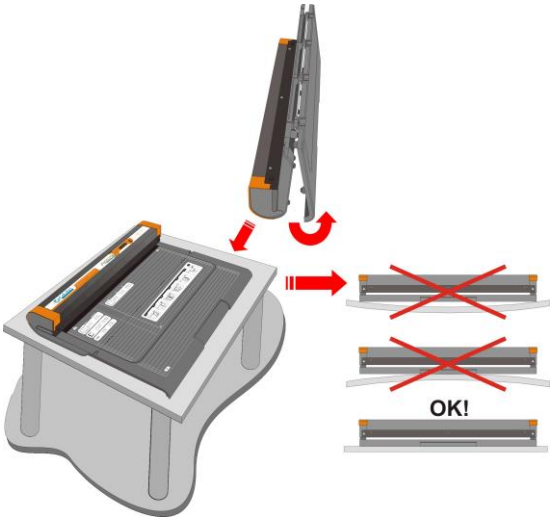
Keep all the packaging materials. If it becomes necessary to ship or transfer the unit, re-use exclusively the original packaging, in order to avoid damages to the equipment during the transport.

In any event, carefully dispose of the plastic or non-biodegradable materials.

2.3 Positioning the Unit

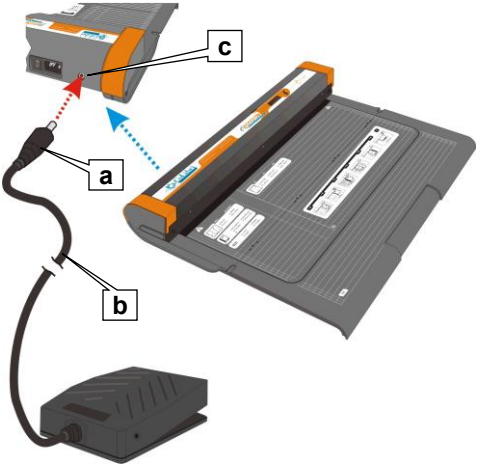
Once all the components have been removed from the package, prepare the unit *(machine body)*, operating as follows:

- With the unit in vertical position, unfold the work surface, then place the unit in a horizontal position on a table or on a proper support plane and set it in a way you can reach comfortably.
  As stated above on section 2.1 *"Choosing the installation site"*, the table or surface where you place the unit, must be perfectly level.



2.4 Cycle start pedal cable connection

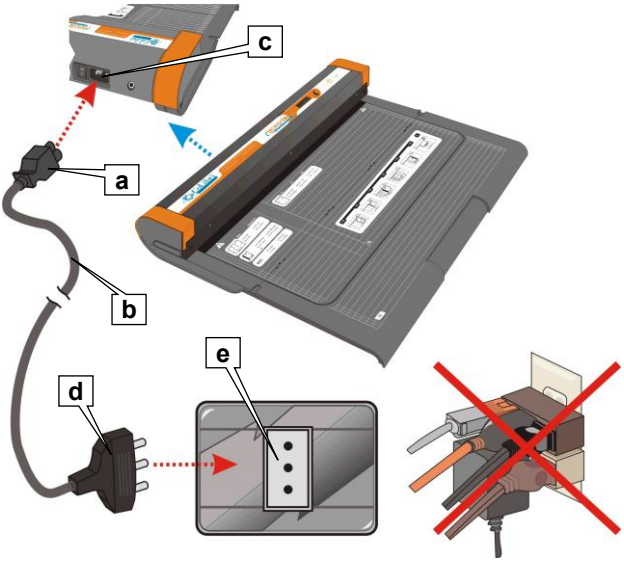
1) Insert the connector ***(a)*** of the pedal connection cable ***(b)*** into the socket ***(c)*** on the backside of the unit.



2.5 Power supply cable connection

1) Insert the connector ***(a)*** of the power cable ***(b)***, into the supply socket ***(c)*** on the backside of the unit.

2) Connect the power cable plug ***(d)*** to an appropriate wall socket ***(e)*** that can supply the required voltage and frequency values.



To avoid electric shocks or damage to the equipment take note of the warnings and observe the safety regulations set out below:

- ✓ DO NOT connect more than one plug to the same wall socket.
- ✓ If the plug is not compatible with the wall socket, contact an electrician to replace the plug with a suitable one.

  Generally, it is not advisable to use adapters, multiple sockets and/or extension cables.

  Do not damage or modify the power cable.
- ✓ The electrical installation which the unit is connected to must comply with the local regulations in force and must be fitted with the required safety devices, to avoid the risk of electric shocks or damaging the equipment.
- ✓ Do not touch the unit and/or the power plug with wet or damp hands and never work with the unit if you are not wearing shoes.

  Do not pull the power cable to disconnect the plug from the wall socket; hold and pull out the plug. Ensure that the power cable is not twisted, excessively strained, crushed or pinched.

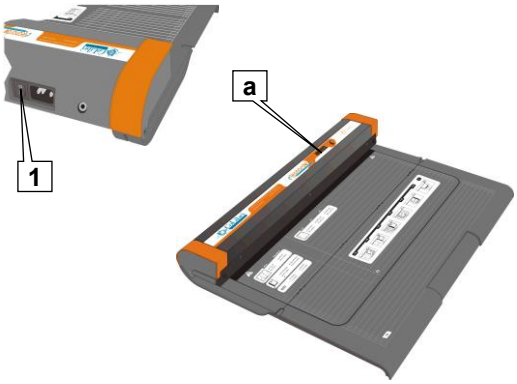
Failure to observe the warnings indicated herein relieves the manufacturer of any direct or indirect liability in the event of damage and the warranty shall be immediately void.

3 How to Use the Unit

3.1 Power On and Off

To power on the unit simply turn the main switch ***(1)*** on the back of the welding head to the "I" *(ON)* position; the display will light after a few seconds.

After the power on, the display ***(a)*** will show the following welcome icons:



The manual operation icons will be then displayed in sequence.

To switch off the unit, turn the main switch ***(1)*** to the "O" (OFF) position. The display ***(a)*** will turn-off to indicate that the unit is no more powered.

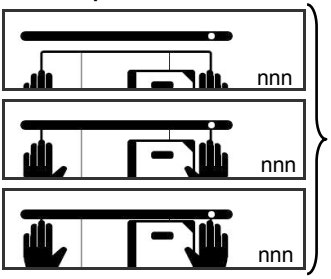
In case of an emergency and/or to put the unit out of order, disconnect the power plug from the wall-socket, to completely isolate the unit from the power supply.

3.2 Operator Interface

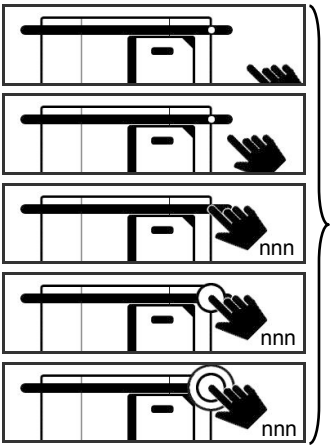
The **CoLibrì e-Leonardo** book covering machine is fitted with a liquid crystal display ***(1)*** that shows various information icons and prompts.

Some of them instruct the operator about the operations he has to manually carry out; the others illustrate the operations the machine is automatically carrying out.

Manual operation icons



These icons show you how to insert the object to be covered, as indicated on section 4 - “How to cover/wrap”.



Once you have correctly positioned the object, these icons indicate that you have to press the cycle start push-button (*or pedal*).

Then the machine will automatically carry out the welding and trimming operations.

(*nnn = progressive number of welding/trimming cycles carried out*)

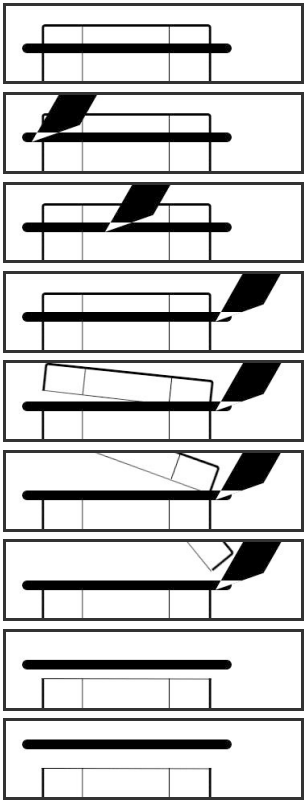
Standby icon

After 5 minutes of idling, the book covering machine automatically switches to the “standby” status, it disables the display backlighting and shows the icon represented to the left.
To leave the standby status press the cycle start push-button: the display backlighting will be restored and the manual operation icons will re-appear

Prior to press the push-button to leave the standby status, make sure there’s no cover inside the machine.

Automatic operation icons

After the activation of a covering cycle, the following icons will appear in sequence, indicating the various stages of the welding/trimming process.

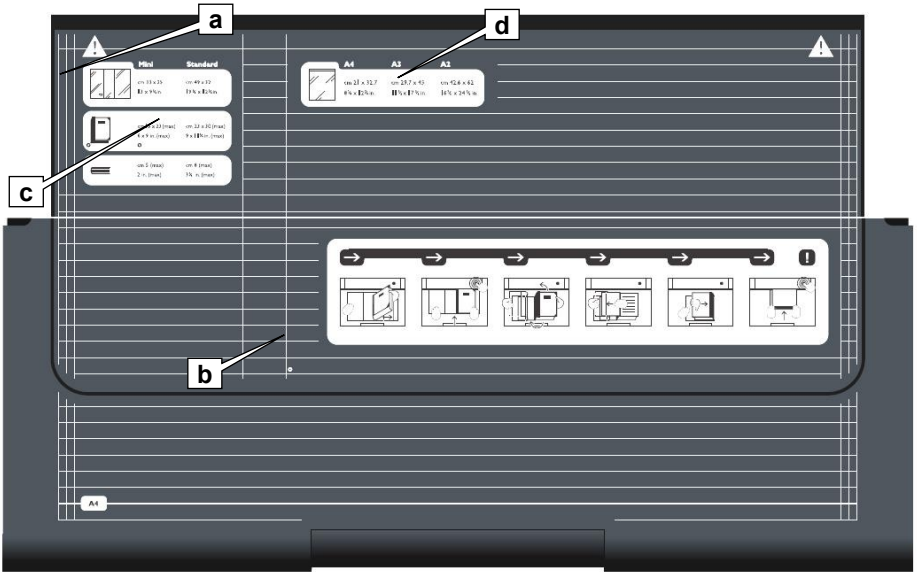


Welding/trimming icon sequence. At the end of the operation, the trimmed part will be completely separated from the cover.

4 How to Cover/Wrap

4.1 Choosing the Size of the Cover/Document Pocket

The guide on the work surface of the **CoLibrì e-Leonardo** book covering machine helps you to quickly and easily select the size of the cover/document pocket to be used to cover/wrap the relevant document/object:



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<u>*CoLibrì Covers for either Hard or Softcover Books/Magazines/Publications*</u>

Align the spine of the publication with the vertical reference line ***(a)***, then check the visibility of the other reference lines to select the cover size:

- ✓ If the line ***(b)*** identified by the symbol ★ is visible: then use a ***CoLibrì*** "MINI" size cover
- ✓ If the line ***(b)*** is NOT visible: then use a ***CoLibrì*** "STANDARD" size cover

*A summary of the available cover sizes including the dimensions of both covers and publications that can be used (expressed in mm and inches) is illustrated on section **(c)**.*

Check that the length of the book does not exceed the length of the CoLibrì cover chosen. For correct trimming and welding make sure that the excess part of the cover on the top to be trimmed is <u>at least 15 mm [5/8"]</u>.

<u>CoLibrì transparent Document Pockets to Encapsulate/Wrap Documents, Drawings, Maps, Small Objects, etc.</u>

The section ***(d)*** of guide shows a summary of the ***CoLibrì*** transparent document pockets sizes available *(up to "A2")* including the dimensions of the documents/objects to be wrapped/encapsulated *(expressed in cm as well as in inches).*

4.2 *Covering/Wrapping Procedures*

The following procedures explain how to correctly and safely apply covers/document pockets to books, magazines, objects, etc. In particular instructions are provided for the following:

- How to Cover Softcover Books
- How to Cover Hardcover Books
- How to Encapsulate / Wrap Documents or Objects

4.2.1 Operating Precautions

- The ***CoLibrì*** **e-Leonardo** book covering machine may <u>only</u> be used to cover/wrap books, magazines, documents, projects, photos, objects, etc.

  Only adults are permitted to use the book covering machine. <u>Children or not properly trained persons are not permitted to use the unit</u>.

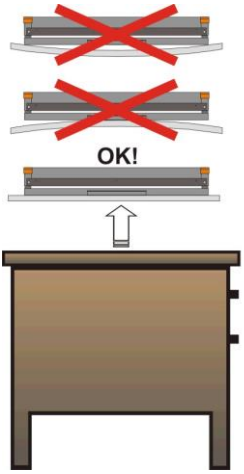
  Moreover, the ***CoLibrì*** **e-Leonardo** book covering machine may be used to trim and weld only covers and document pockets bearing the original ***CoLibrì*** marking, or other material approved by the manufacturer. The ***CoLibrì*** system's covers/document pockets are the result of in-depth research and development. In particular, they are made of a special highly transparent, non-toxic, odourless, water resistant material, which is up to 60% air-permeable. The covers are specially manufactured for softness. In addition, the covers/document pockets of the ***CoLibrì*** system do not release fumes or harmful vapours during the welding process, thus avoiding the need to install supplementary suction systems.

Materials which have not been approved by the manufacturer are not guaranteed to be safe and non-toxic. When subjected to the thermal welding/trimming process, they might release harmful vapours or ignite.

The use of this book covering machine for other purposes and/or the use of covering material which has not been approved by the manufacturer may cause injury to persons or damage the machine itself. Such conduct is therefore considered to be an Improper Use for which the manufacturer disavows all liability.

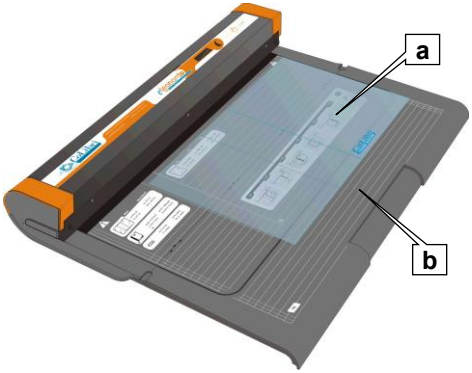
An Improper Use of the book covering machine will also result in the forfeiture of the warranty.

- Avoid spilling liquids *(such as water, coffee, other drinks, etc.)* on the unit. Keep corrosive liquids and/or solvents far away from the unit.
- Prior to starting a cycle, make sure that there are no clips, staples or other objects *(except the cover/envelopes)* between the welding bar and the lower contrast surface.
- During the welding cycle do not turn the unit off by either disconnecting the power cable or switching off the main switch.
- To obtain a correct welding/trimming:
  - Ensure that the recommendations previously indicated on section 2.1 - *"Choosing the installation site"* have been followed, especially for what concerns the easy access to the unit, height and leveling of the support surface.
  - Keep the covers/envelopes in the same room where the covering machine is installed, to avoid sudden changes in material temperature

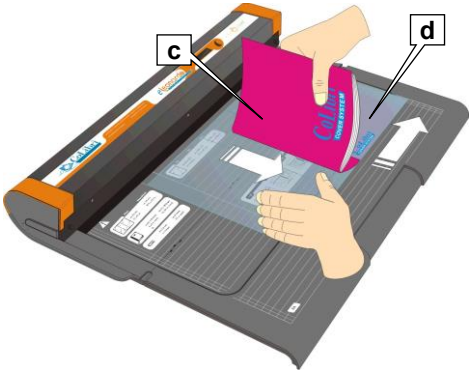


4.2.2 How to Cover Softcover Books

1. Choose the cover size *(Mini or Standard)* suitable to the size of the book to be covered, as described on section 4.1- *"Choosing the size of the cover/document pocket"*. Lay the cover ***(a)*** on the work surface of the unit ***(b)*** with the two pockets of the cover facing up *(the* **CoLibrì** *logo printed on the cover should be legible on the bottom side of the cover).*

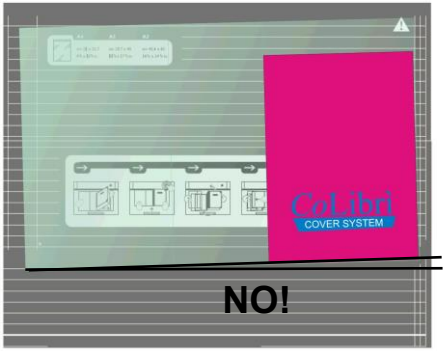


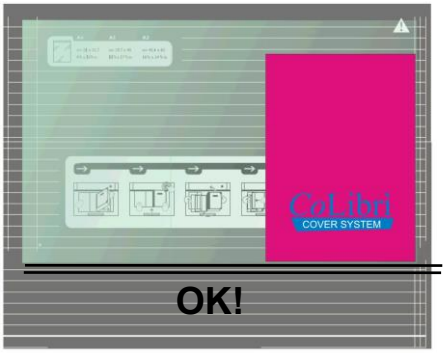
2. Insert the back cover of the book ***(c)*** into the right pocket ***(d)*** of the cover, sliding it down flush with the bottom edge of the pocket.



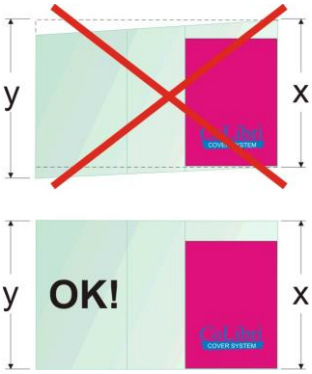
3. Close the book and insert the part of cover to be trimmed *(min. 15 mm [5/8"])* on the top side into the trimming/welding slot of the unit. Before trimming, check that the bottom edge of the ***CoLibrì*** cover is parallel with the horizontal reference lines on the work surface of the unit; if necessary adjust the position of the pocket.

If the cover is not perfectly parallel, it could be too narrow or too wide



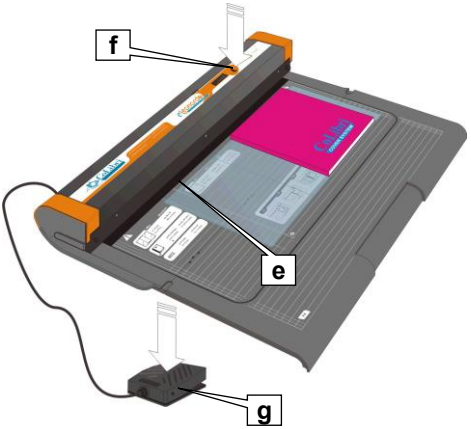


Make sure that the left pocket ***(y)*** of the cover has the same "height" of the right pocket ***(x)***, i.e. that the book is perfectly aligned on the bottom with the cover.



Once you have inserted the part of the cover to be trimmed into the slot ***(e)*** *(between the welding bar and the work surface of the unit)* and you have confirmed the correct alignment, carry out a first trim *(on the long side)* and start the welding cycle by pressing the cycle start push-button (**f**) or pedal (**g**).

The LCD display will show the sequence of the operation the machine is automatically carrying out.

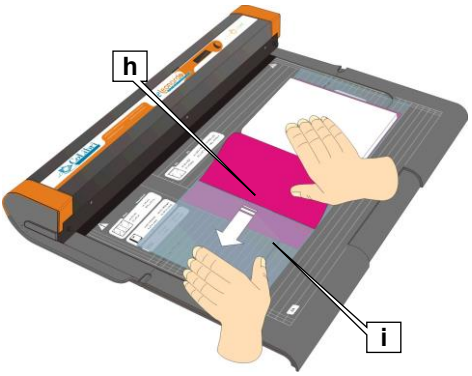


4. Remove the book/cover from the welding zone.

Do not pull the book/cover towards you, but remove them from the welding zone by sliding the fingers from the inner side to the outer side, in order to properly detach the cover.

This allows you to obtain a clean separation of the cover from the welding bar and avoids plastic gloss appearing on the welding of the cover.

Gently fold the front cover of the book ***(f)*** and insert it into the left pocket ***(g)*** of the cover *(already trimmed to the required length).*



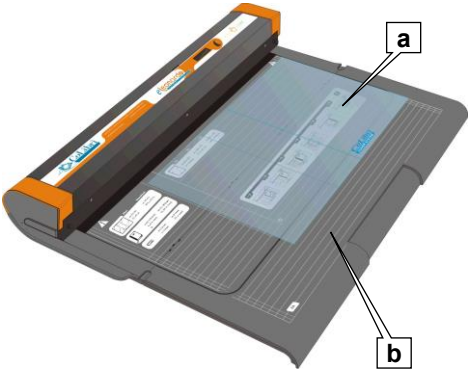
5. Close the book and trim the excess part of one or both sides of the *CoLibrì* cover, working as described in step **"3"** of this procedure.

The book has now been covered with a resistant, tailor-made and ease to remove cover.

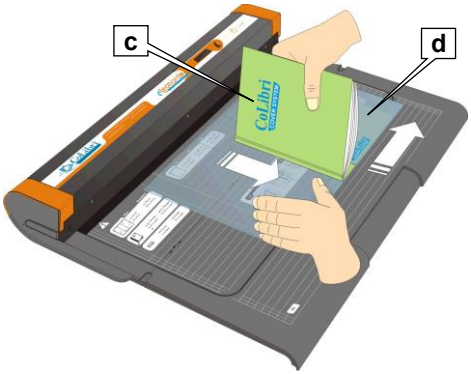
4.2.3 How to Cover Hardcover Books

1. Choose the cover size *(Mini or Standard)* suitable to the size of the book to be covered, as described on section 4.1, *"Choosing the size of the cover/document pocket"*.

Lay the cover ***(a)*** on the work surface of the unit ***(b)*** with the two pockets of the cover facing up *(the* **CoLibrì** *logo printed on the cover should be legible on the bottom side of the cover).*

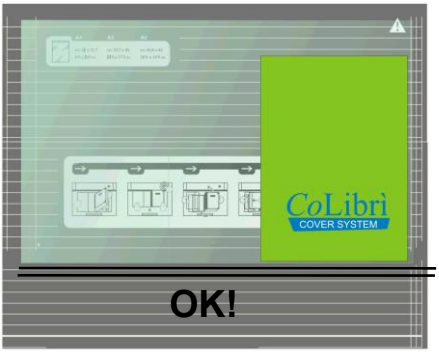


2. Insert the back cover of the book ***(c)*** into the right pocket ***(d)*** of the cover, sliding it down flush with the bottom edge of the pocket.

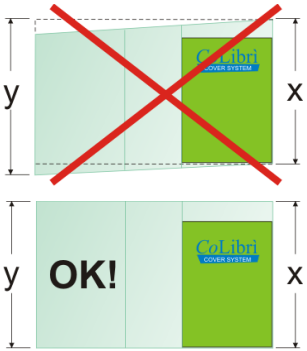


3. Close the book and insert the part of cover to be trimmed *(min. 15 mm [5/8"])* on the top side into the trimming/welding slot of the unit. Before trimming, check that the bottom edge of the **CoLibrì** cover is parallel with the horizontal reference lines on the work surface of the unit; if necessary adjust the position of the pocket.

If the cover is not perfectly parallel, it could be too narrow or too wide

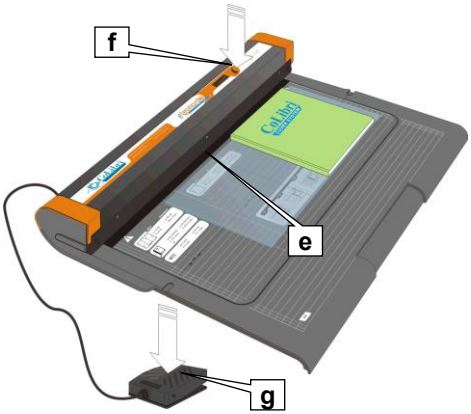


Make sure that the left pocket ***(y)*** of the cover has the same "height" of the right pocket ***(x)***, i.e. that the book is perfectly aligned on the bottom with the cover.



Once you have inserted the part of the cover to be trimmed into the slot ***(e)*** *(between the welding bar and the work surface of the unit)* and you have confirmed the correct alignment, carry out a first trim *(on the long side)* and start the welding cycle by pressing the cycle start push-button (**f**) or pedal (**g**).

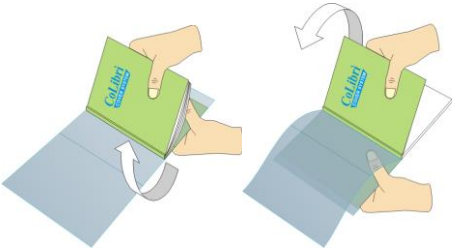
The LCD display will show the sequence of the operation the machine is automatically carrying out.



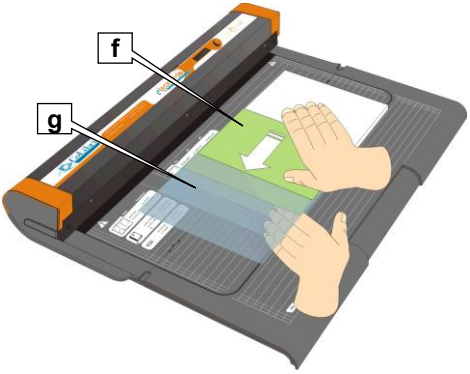
4. Remove the book/cover from the welding bar.

Do not pull the book cover towards you but remove them from the welding zone by sliding the fingers from the inner side to the outer side in order to properly detach the cover. This allows you to obtain a clean separation of the cover from the welding bar and avoids plastic gloss appearing on the welding of the cover.

Open the book and completely rotate the back cover as shown, then lay the book completely open on the work surface of the unit.



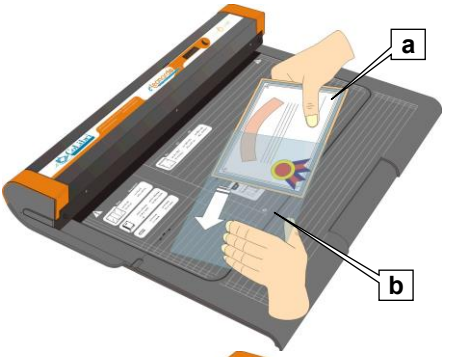
Insert the front cover of the book ***(f)*** into the left pocket of ***CoLibrì*** cover ***(g)*** *(already trimmed to the required length)*. To make the insertion easier, pull the ***CoLibrì*** cover out slightly from the back cover of the book.



5. Close the book and trim the excess part of one or both sides of the ***CoLibrì*** cover working as described in step **"3"** of this procedure.

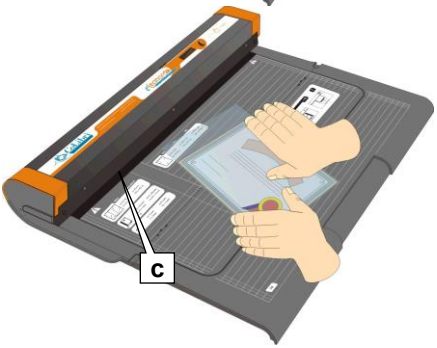
The book has now been covered with a resistant, tailor-made and ease to remove cover.

4.2.4 How to Encapsulate/Wrap Documents or Small Objects



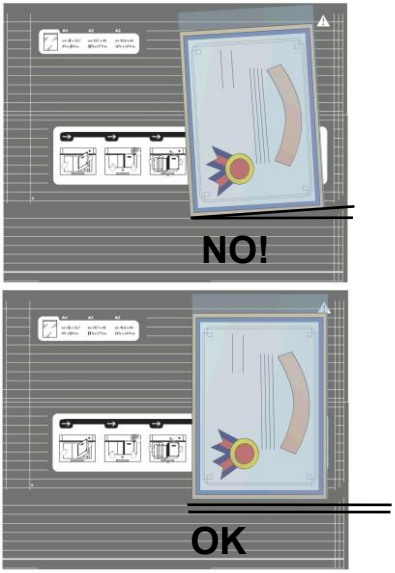
1. Choose the size of the document pocket *(A4 / A3 or A2)* suitable to the size of the document, operating as described on section 4.1, *"Choosing the size of the cover/document pocket".*

2. Insert the document ***(a)*** into the document pocket ***(b)***, sliding it down flush with the bottom edge of the pocket.



3. Insert the part of the document pocket to be trimmed *(min. 15 mm [5/8"])* into the trimming/welding slot ***(c)*** of the unit.

Before trimming, check that the bottom edge of the *CoLibrì* document pocket is parallel with the horizontal reference lines on the work surface of the unit.



4. Carry out the trim by pressing the cycle start push-button (**f**) or pedal (**g**).
   The LCD display will show the sequence of the operation the machine is automatically carrying out.

5. Remove the document pocket from the welding bar.

> *Do not pull the pocket towards you but remove it from the welding area by sliding the fingers from the inner side to the outer side in order to properly detach the envelope. This allows you to obtain a clean separation of the pocket from the welding bar and avoids plastic gloss appearing on the welding of the pocket.*

At the end of the trimming operation, the document will be sealed and protected inside a transparent, made to measure and, if necessary, removable transparent pocket.

5 Maintenance of the Unit

In order to avoid potentially harmful situations and/or to prevent damage to the equipment, refrain from carrying out any maintenance work that is not described in this manual.

Before starting any maintenance work, switch off the unit turning off the main switch and disconnect the power cable.

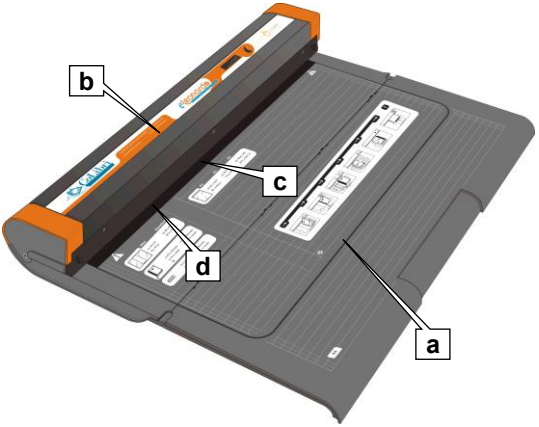
Failure to observe the warnings indicated herein will relieve the manufacturer of any direct or indirect liability in the event of damage and the warranty shall be immediately void.

5.1 Cleaning

Clean the unit at regular intervals, removing dust and scraps of material, etc. that may have collected during the use of the unit.

Do not clean the unit with abrasive powders, aggressive detergents, solvents, alcohol, gasoline and similar products. Use exclusively a soft, dry cloth only.

- Thoroughly clean the work surface ***(a)*** of the unit with a soft dry cloth and also the external surfaces of the welding head ***(b)***.
- With a soft, dry cloth, thoroughly clean the welding bar ***(c)*** and the relevant contrast strip ***(d)***, removing any residue.



DO NOT use blades or sharp objects to clean the welding bar.

5.2 Replacement of the Welding Bar

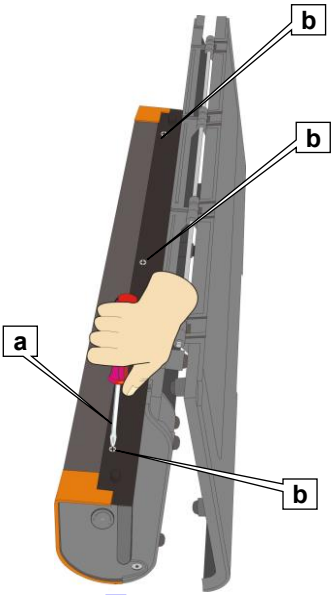
For good trimming and welding results we advise you to check/replace the welding bar every 5000 trimming cycles *(see the cycle counter on top of the unit)*.

The unit signals the need to check/replace the welding bar when reaching 5000 cycles through a flashing (for about 50 cycles) of the cycle counter shown on LCD display and the SERVICE message signalling (see the error messages on section 6.4).

Prior to replacing the welding bar, disconnect the cycle start pedal cable, switch off the unit, turning off the main switch, and disconnect the power cable from the unit socket and from the wall socket.

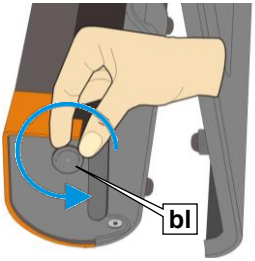
Wait until the machine has cooled down.

During the welding bar replacement process, pay attention not to damage the sensors integrated within the head.

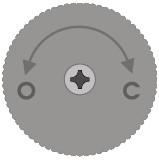


1) To make the operation easier, it is advisable to lean the unit in vertical position, as shown on the figure.

Using a Phillips screwdriver ***(a)*** of suitable size, unscrew the three screws ***(b)*** which fasten the welding bar.

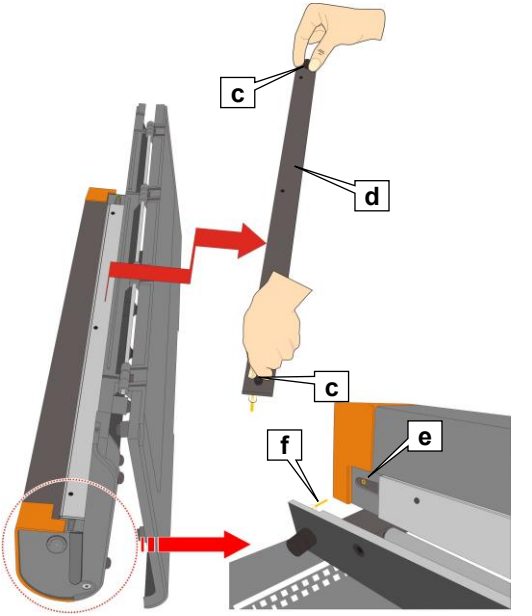


2) If the unit is provided with safety blocks ***(bl)***, SLIGHTLY loosen the blocks on both sides of the unit, by rotating the roller to counter-clockwise direction (towards “O” – Open).



3) Grasp both knobs ***(c)*** secured to the welding bar ***(d)***, then pull the bar towards you to remove it from the relevant seat. A slight resistance during the welding bar extraction is normal and it is due to the friction exerted by the connectors ***(e)*** on the power terminals ***(f)***.

Exert a uniform vertical pull on both sides to avoid bending the welding bar and/or damaging the power terminals.



4) Install the new welding bar operating as follows:

Pay attention to properly install the new welding bar on the right side. In any case, the special shape of the bar prevents wrong positioning.

- Hold the new welding bar ***(d)*** through the knobs ***(c)***, then align the power terminals ***(f)*** of the welding bar with the relevant connectors ***(e)*** on both sides of the welding head.
- Exert a uniform vertical pressure on both sides of welding bar to insert the power terminals into the relevant connectors and the welding bar itself into the relevant seat. At the beginning of the insertion, ensure that the power terminals ***(f)*** correctly match the relevant connectors ***(e)***.
- If the unit is provided with safety blocks, tighten the blocks on both sides of the unit, by rotating the roller to clockwise direction (towards "C" – Close)

5) Once you have correctly plugged the power terminals into the relevant connector, tighten the three fastening screws of the welding bar and re-install the work surface *(see step "**1**")*. At the end of the operation, re-connect the pedal connection cable and the power cable.

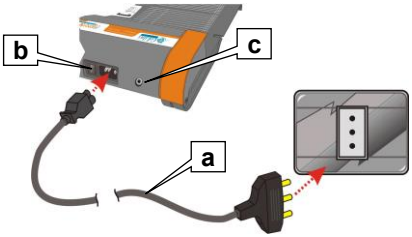
The welding bar is a part with a high environmental impact. For the disposal of the welding bar, you are kindly recommended to follow the local regulations in force.

For more details about the spare parts (such as the welding bar) please refer to the section 7- "Spare Parts and Consumables".

6 Troubleshooting

To avoid creating potentially dangerous situations and/or damaging the equipment do not carry out any work other than those described below.

6.1 The book covering unit does not work



1) Make sure that the machine is correctly powered; this is indicated by the manual operation instruction icons shown on LCD display.
If the LCD is off, check that the power cable ***(a)*** is correctly plugged in and that the main switch ***(b)*** is turned to the "I" *(ON)* position.

*Make also sure that the pedal is connected to the relevant socket (**c**)*

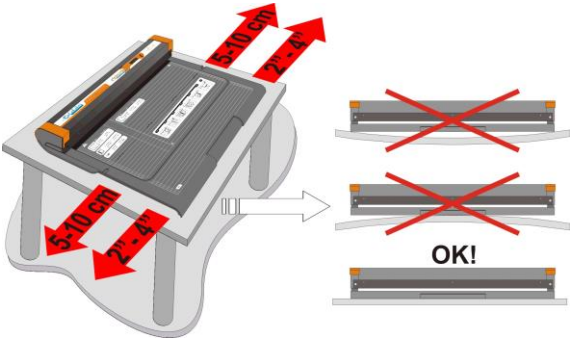
2) *If the unit is correctly powered but it does not trim, make sure you are correctly pressing the cycle start push-button or pedal.*

6.2 The trimming operation is not being performed correctly

1) Make sure the unit is used according to the instructions provided on section 4.2.1 "*Operating precautions*" and try again.

2) Make sure that approved covers/envelopes are being used: the **CoLibrì e-Leonardo** book covering machine can only be used to weld and trim **CoLibrì** marked covers and envelopes or other material approved by the manufacturer *(please refer to the section 4.2.1 "Operating Precautions")*

3) If the trimming operation is not performed correctly at the right/left side or in the middle of the cover/envelope, then the problem might be caused by an unparallel support surface. Try to move the book covering machine 5/10 cm [2" – 4"] to the right or to the left and retry.



If the problem persists, place the machine on another support surface *(also refer to the section 2.1- "Choosing the Installation Site").*

4) If the trim is correctly performed for the entire length of the cover/envelope, but the material is not welded enough or it is too melted (*generation of plastic gloss*), the defect is caused by a wrong welding temperature (*too long or too short welding time*). In this case, please refer to section 6.3 "*Machine setting change*".

The **CoLibrì e-Leonardo** *book covering machine comes from the factory already adjusted and calibrated for the most common applications/installation sites.*

The above problem could then result from an installation site where the temperature does not fall with the permitted range (for further information please refer to section 2.1 - "Choosing the Installation Site").

Should you be unsure as to whether you actually need to adjust the welding temperature, kindly contact the Service Centre of the Manufacturer or of your authorized Distributor to obtain the required assistance and information..

6.3 Machine setting change

This operation must be carried out only in case of constant defect of the welding/trimming operation.

The machine has been designed in such a way as to request the setting of just **one numeric parameter** which affects in an optimized way all the software algorithms that control the operating variables: (*welding time, welding temperature, welding bar pressure, trimming time, etc.*).

Changing this parameter (`Cut Adjust`), all these operating variables will change accordingly.

If the unit is currently powered, switch it off through the main switch.

1) Switch-on the book covering machine through the main switch, keeping pressed at the same time the cycle start push-button for a few seconds.

The menu shown to the right will appear.

```
>Error     DEMO
 1) Cut Adjust
 2) Settings
 Run
```

2) Press repeatedly the cycle start push-button, in pulse mode, to point the various menu items. Keep the button pressed for a few seconds to enter the selected menu.

- `Error`: it provides the list of the errors detected by the unit (in this example: error no. 222*)

```
 Last Errors
>222

 End
```

- `DEMO`: function reserved to the **Co*Libri*** Service Personnel
- `Cut Adjust`: it allows you to change the unit setting. Move the cursor to the `Temp` item and keep the push-button pressed for a few seconds to **increase** the setting parameter value; move the cursor to the – item and keep the push-button pressed for a few seconds to **decrease** it. Allowable values: 0 ÷ 10. Increasing the parameter, pressure, temperature and trimming cycle time will increase accordingly.

```
 Cut Adjust
>Temp  -:      5

 End
```

- `Settings`: function reserved to the **Co*Libri*** Service Personnel

** The error identification numbers are significant only to Service Personnel*

To exit the menu, move the cursor to the `End` item and keep the cycle start push-button pressed for a few seconds.
Move the cursor to the `Run` item on the initial menu and keep the cycle start push-button pressed to go back to the normal machine operation.

Notes about the Setting Parameter function(`Cut Adjust`)

- If, after the trimming/welding process the cover / envelope shows an excessive amount of blur, plastic filament or curling, then **DECREASE** the value of "`Cut Adjust`" parameter.
- If the book covering machine does not correctly trim/weld the cover/envelope *(i.e. the scrap is not correctly cut or the welding is poor),* then **INCREASE** the value of "`Cut Adjust`" parameter.

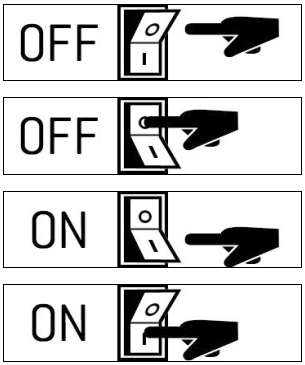
The setting parameter adjustment should be carried out step-by-step, checking each time whether the obtained result is satisfactory.

WARNING!! Setting the maximum value (10) may cause a premature burning of the welding bar

6.4 The Book Covering Machine Signals an Error Condition

The 2 possible error conditions are signalled by the following icons:

If the display shows this icon sequence, try to power off and then power on the unit after a few seconds. Repeat this sequence two or three times. if the icons do not disappear, please contact the **Co*Librì*** Service centre



If the display shows this icon sequence, power off and then power on the unit after a few seconds, acting on the main switch.

6.5 When to Contact the Customer Service Department

Switch off the machine by switching off the main switch / disconnecting the power cable and contact the customer service department in the following cases:

- When you are unable to make the machine work properly even after you have followed the instructions contained in this manual or when the unit performs inconsistently.
- When the unit has been dropped and damaged; when the unit has been contaminated with liquids or has had water splashed on it.
- When the unit requires repairs and/or extraordinary maintenance of any kind.

To avoid creating potentially dangerous situations and/or damaging the equipment do not carry out any work other than those described below.

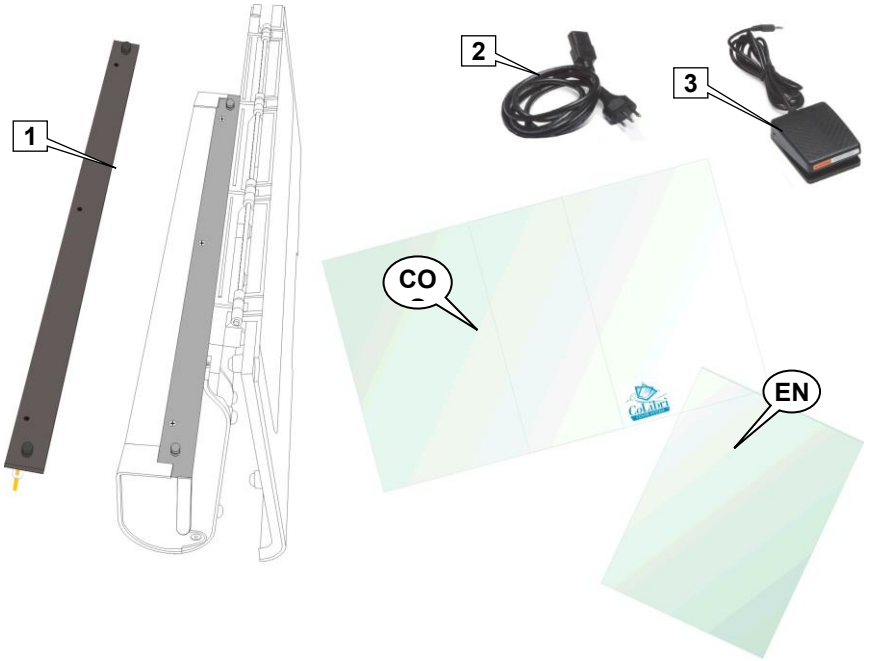
Failure to observe this warning will absolves the manufacturer from any direct or indirect liability in the event of damage.

In all of the abovementioned situations, kindly contact the customer service department indicating the serial number of the unit and the type of problem detected.

Should it be necessary to send the unit to the service centre, pack it properly using **only** the original packaging, which should be kept intact:

- Remove the cycle start pedal connection cable and the power cable from the unit. See the "Installation and connection" section for more details.
- Fold the work surface back and put the body of the machine inside the protective bag.
- Insert the additional packing materials and then place the machine inside the original box.
- Put all the accessory items into the box.
- Close and seal the box with adhesive tape.

7 Spare parts and consumables



Spare parts		
Ref	**Item**	**Code**
1	Welding bar	WB800
2	Power cable	MKCDE
3	pedal	MZ0084

When requesting spare parts, kindly specify the serial number of the unit, as well as the part code.
Use only original spare parts. The Manufacturer cannot be held liable for damage arising out of the use of parts that are not original.

The parts which have been replaced and/or the entire apparatus (at the end of their life) are components with a high environmental impact. For this reason we kindly recommend you not to dispose of them with solid urban waste. For the disposal follow the local regulations in force.

Consumable			
Ref	**Item**	**Size**	**Code**
CO	***CoLibrì*** covers for books, magazines, catalogues, etc..	**STANDARD** 49 x 32 cm (19 3/8" x 12 5/8") – pack, 250 pieces	CO035EDS
		MINI 33 x 25 cm (13" x 9 3/4") – pack, 250 pieces	CO035EDM
		Standard ONECUT A4 49 x 29,7 cm (19 3/8" x 11 5/8") – pack, 250 pieces	CO035EDSA4
EN	***CoLibrì*** transparent envelopes To wrap documents, photos, drawing, etc.	**A4** 21 x 32.7 cm (8 1/4" x 12") – pack, 50 envelopes	ENEA4
		A3 29.7 x 45 cm (11 5/8" x 17 3/4") – pack, 50 envelopes	ENEA3
		A2 42.6 x 62 cm (16 3/4" x 24 3/8") – pack, 25 envelopes	ENEA2

The CoLibrì e-Leonardo book covering machine may be used to trim and weld only covers and document pockets bearing the original CoLibrì marking, or other material approved by the manufacturer.

Materials which have not been approved by the manufacturer are not guaranteed to be safe and non-toxic. When subjected to the thermal welding/trimming process, they might release harmful vapours or ignite.

The Manufacturer shall not be held liable for any damage arising out of the use of covers/document pockets made from material which has not been approved by it.

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