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RAYSON P13

RAYSON P13 Manual Coil Binding Machine Instruction Manual

Model: P13

1. PRODUCT OVERVIEW

The RAYSON P13 Manual Coil Binding Machine is designed for efficiently binding documents with 4:1 pitch spiral coils. This machine allows for punching up to 12 sheets of 80gsm paper at a time and can bind documents containing up to 440 sheets. It features adjustable depth margins and side margin control for precise hole alignment, accommodating various paper sizes including standard US Letter (8.5" x 11"), A4, Legal, and Tabloid sheets through its open punch throat. The machine is operated with a single right-handed handle for ease of use. Heavy-duty coil crimping pliers are included to ensure secure and professional binding results.



Figure 1.1: Overview of the RAYSON P13 Manual Coil Binding Machine with key components labeled, including the paper margin adjustment, metal operation handle, paper scrap tray, stainless steel screw, scale, paper stopper, and anti-slip feet.

2. SETUP

1. **Unpack the Machine:** Carefully remove the binding machine and all accessories from its packaging. Ensure all components, including the coil crimping pliers, are present.
2. **Place on a Stable Surface:** Position the machine on a flat, stable, and sturdy surface to prevent movement during operation. The machine's anti-slip feet will help secure it.
3. **Install Operation Handle:** Insert the metal operation handle into its designated slot on the right side of the machine and secure it if necessary.
4. **Familiarize with Controls:** Locate the paper stopper and the margin adjustment knob. Understand their functions before beginning operation.

3. OPERATING INSTRUCTIONS

3.1 Punching Documents

1. **Adjust Side Margin:** Use the paper stopper to adjust the side margin according to your document size (e.g., Letter, A4). This ensures consistent hole placement.
2. **Set Depth Margin:** Rotate the margin adjustment knob to select the desired depth margin (2.5mm, 3.5mm,

or 4.5mm). A deeper margin is recommended for thicker documents to prevent pages from tearing out.



Figure 3.1: Adjusting the depth margin using the knob to select between 2.5mm, 3.5mm, and 4.5mm settings.

- 3. Insert Paper:** Insert up to 12 sheets of paper (80gsm) into the punching slot, ensuring the paper edge rests firmly against the paper stopper and the depth margin guide. For covers or thicker paper, reduce the number of sheets per punch.



Figure 3.2: Demonstrates inserting paper into the punching slot, aligning it with the paper stopper for consistent hole placement.

- 4. Punch Holes:** Firmly pull down the operation handle to punch the holes. Release the handle and remove the punched sheets. Repeat this process for all pages of your document.



Figure 3.3: A hand pulling down the operation handle to punch holes in the paper.

3.2 Binding Documents with Coils

1. **Gather Punched Pages:** Once all pages are punched, align them neatly.
2. **Insert Coil:** Begin to thread the spiral coil through the first few holes of your document.



Figure 3.4: Hands demonstrating the process of manually threading a spiral coil through the punched holes of a document.

3. **Spin the Coil:** Continue to spin the coil through the remaining holes until it passes through all pages.
4. **Crimp Coil Ends:** Use the included heavy-duty coil crimping pliers to cut and crimp the ends of the spiral coil. This prevents the coil from unraveling and secures the document. Crimp both ends of the coil.



Figure 3.5: Close-up view of the coil crimping pliers being used to secure the end of a spiral coil on a bound document.

5. **Final Check:** Ensure the coil is securely crimped and all pages turn freely.

3.3 Video Demonstration

Your browser does not support the video tag.

Video 3.1: This video demonstrates the complete process of punching and spiral coil binding using the RAYSON P13 Manual Coil Binding Machine, including the use of the crimping pliers.

4. MAINTENANCE

1. **Empty Paper Scrap Tray:** Regularly empty the paper scrap tray located at the bottom of the machine. Accumulated paper scraps can interfere with the punching mechanism.



Figure 4.1: The paper scrap tray, located at the bottom of the machine, collects punched paper waste and should be emptied regularly.

2. **Clean Punching Dies:** Periodically clean the punching dies with a soft brush to remove any paper dust or debris that may affect punching quality.
3. **Lubrication:** The punching mechanism is generally self-lubricating. If the handle operation becomes stiff, apply a small amount of light machine oil to the moving parts, avoiding contact with paper.
4. **Storage:** Store the machine in a dry, dust-free environment when not in use.

5. TROUBLESHOOTING

- **Uneven Holes:**

- Ensure paper is firmly against the paper stopper and depth margin guide before punching.
- Check that the paper stopper is securely locked in position.

- **Paper Jams:**

- Do not exceed the maximum punching capacity of 12 sheets (80gsm) per punch. Reduce the number of sheets for thicker paper or covers.
- If a jam occurs, gently pull the paper out. Do not force the handle. Clear any paper fragments from the punching slot.

- **Incomplete Punches:**

- Ensure the operation handle is pulled down completely and firmly.
- Check for excessive paper in the punching slot.
- Empty the paper scrap tray, as a full tray can obstruct the punching mechanism.

- **Coil Does Not Thread Easily:**

- Verify that the correct 4:1 pitch coil is being used.
- Ensure all holes are cleanly punched and free of paper debris.
- Check that the coil diameter is appropriate for the thickness of your document.

6. SPECIFICATIONS

Feature	Specification
Model	P13
Punching Capacity	Up to 12 sheets (80gsm paper)
Binding Capacity	Up to 440 sheets
Coil Pitch	4:1
Adjustable Depth Margin	2.5mm, 3.5mm, 4.5mm
Paper Sizes Supported	US Letter (8.5" x 11"), A4, Legal, Tabloid (via open punch throat)
Operation	Manual, Right-Handed Single Handle
Included Accessories	Heavy-Duty Coil Crimping Pliers
Item Weight	11.23 pounds (approx. 5.1 kg)
Package Dimensions	18.75 x 11.5 x 8.5 inches (approx. 47.6 x 29.2 x 21.6 cm)

7. WARRANTY AND SUPPORT

For warranty information or technical support regarding your RAYSON P13 Manual Coil Binding Machine, please refer to the documentation included with your purchase or contact RAYSON customer service directly. Contact details can typically be found on the manufacturer's official website or on the product packaging.