



## **USER MANUAL FOR THERMOBIND TB300**

### **① Operating Instructions:**

1. Plug the unit directly into an 110-120Volt outlet and turn on the power switch located at the right rear. The RED Power light will be on during warm-up. ( about 90 seconds)
2. When the YELLOW “ready” light comes on, the machine is set for binding.
3. Fill your thermal binding cover with the sheets you wish to bind. Place the cover into the machine with the spine resting squarely on the heating plate. The built-in paper clamp will hold the cover upright.
4. Press the “Counter” button once. The GREEN light will then start blinking.
5. After about 80 seconds, the binding cycle will be completed. A buzzer will sound and the GREEN light will stop blinking.
6. Before removing the booklet from the machine, push down on the pages while holding the front and back covers firmly so that you can be sure that all the pages are making contact with the melted adhesive.
7. Remove the bound book from the machine. Place it in the cooling rack and leave it for about 5-10 minutes. Do not try to open the book until it has thoroughly cooled.

8. To continue binding, please repeat steps 2 through 4. The binding time will be reduced in successive cycles if you insert new folders before the machine has fully cooled down.
9. Turn the machine off after binding.

### **Auto Off**

1. This machine features an Auto-Off function
2. Once the binding cycle is completed, and the buzzer sounds, the Auto-Off function is initiated automatically and the machine will begin to cool down to a lower temperature. If the binding “Counter “ button is not pressed again within ten minutes, the machine will turn off automatically.

### **② Safety Instructions**

- Read this operation manual before using the unit.
- Never attempt to open and service the unit. There are NO user serviceable parts inside the thermal binding machine.
- Any repairs must be done by authorized personnel. Unauthorized servicing of the unit will render the warranty void.
- Plug the machine into a grounded socket. It should be easily accessible and out of the way of walking passages. If it is absolutely necessary to use an extension cord, it must be a heavy duty grounded appliance cord.
- The heating unit surface will be hot during operation. Children should not operate the machine without close adult supervision.
- This machine is designed and manufactured for indoor use only.
- Should smoke or unusual odor be noticed, unplug the unit immediately and call for service.
- Take care to prevent spilling liquid into the machine.
- Never put your finger or anything other than the right type of thermal binding covers, or non-conductive adapter into the machine.

## **Basic Machine Maintenance**

1. Unplug the machine before attempting to clean. Do not immerse the machine in water. A damp cloth with mild detergent can be used to clean the outer surface.
2. In the event that adhesive should get onto the heating plate call for cleaning instructions.

## **Trouble Shooting Guide**

### **No power or LED Indicator does not light up:**

Check the power plug whether is securely plugged into an operating wall socket. Make sure that the on/off switch in the right rear of the machine is in the “on” position. If the machine is still not working, call for repair.

### **Improper Binding and Loose Pages**

1. The key to good binding is having enough heat and time for the adhesive to get thin enough to slightly wick into the paper, so when the adhesive cools, the bind is not just at the edge. The glue becomes part of the paper.
2. The spine size of your cover refers to the width of the strip of adhesive inside. Measure the stack of papers that you wish to bind, without pinching. If your measurement is in between sizes, use the next larger size. You can under-fill the cover and still have a strong bind, but if you overfill, some pages will not hit the adhesive and will not stick.
3. When binding hard covers, thicker documents, or multiple documents it may be necessary to repeat the cycle or simply allow the cover to remain in the machine for another 30 seconds or so.
4. In rare cases, some heavily coated papers do not allow the melted adhesive to wick into the page. To get a better bond, simply take a piece of fine sandpaper and rub the edges that will be going into the cover. This only takes a few seconds. The sanding opens up the fibers and allows the adhesive to wick and become part of the page.

## **Using the Adapter with Unibind Products**

1. Unibind products are designed to work at a lower temperature than most thermal covers. Most machines will melt the vinyl off the back of their covers. We have special non-conductive adapters that you can simply place on the heating plate to bring the temperature down to the proper level.
2. To insert the adapter make sure the machine is unplugged and that the heating plate is cool.
3. Spread apart the paper clamp and center the adapter on to the heating plate.
4. To remove the adapter, make sure the machine has cooled down and the power is off.
5. Spread apart the paper clamp with one hand and turn the machine upside down to allow the adapter to fall out.

## **Customer Support**

1. We're committed to helping our customers get the best binding results. Please call us toll free at 888-992-4144 if you are not getting the results you expect and we will troubleshoot the problem with you live. Our hours are 9:00 AM to 8:00PM Eastern time, Monday through Thursday, and 9:00 to 5:00 on Friday. You can also email [sales@thermobind.com](mailto:sales@thermobind.com) for a prompt reply.

