



leonardo
CoLibri System Covering Machine

User Manual





USER MANUAL

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CoLibri 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 **CoLibri leonardo**. book covering machine. The instructions, drawings, tables and other data contained in this document are technical information of a confidential nature. No part of this manual may be reproduced and/or disclosed, without specific authorization from **CoLibri 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 abovementioned equipment.

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

The manufacturer denies any liability for any inaccuracies contained herein, arising out of printing or transcription errors. In addition the manufacturer reserves the right at any time to make changes aimed at improving the product and bears no obligation to communicate such updates, except for any modifications relating to safety.

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CE Conformity Declaration

according to the relevant European Directives

CoLibri System S.p.A. declares that the semi-automatic **CoLibri Leonardo** system intended to apply a suitable protective film to books covers/documents or objects, complies with the regulations contained in the following Directives:

- ◆ Directive 98/37/CE concerning Machine Safety.
- ◆ Directive 89/336/CEE concerning Electromagnetic Compatibility as amended by Directives 92/31/CEE and 93/68/CEE.
- ◆ Directive 73/23/CEE concerning Electric Equipment Safety (*Low Voltage*) as amended by Directive 93/68/CEE.

CoLibri System S.p.A. further declares that in respect of its design and manufacturing it has adopted the principles and concepts contained in the under-mentioned Harmonized Norms:

UNI EN ISO 12100-1, UNI EN ISO 12100-2, EN 50081-1, EN 50082-2, EN 60950.



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Introduction

The **CoLibri Leonardo** book covering machine is a semi-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 **CoLibri** 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. When the book covering machine was designed the main aim was to create a ready-to-use compact unit that would be suitable to trim and weld covers in a safe, simple, clean and perfectly squared manner. All these characteristics have been perfectly integrated in the **CoLibri 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 **CoLibri 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.


Identification of Components

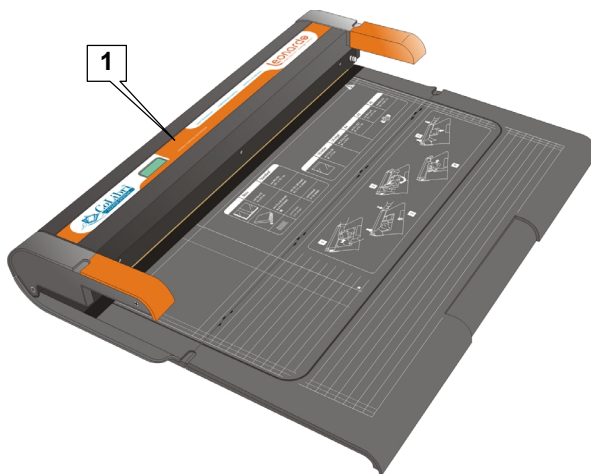
1. Welding head

The welding head contains the main elements needed for trimming/welding the cover (e.g. the welding bar, the control board, the roller motor, 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.*

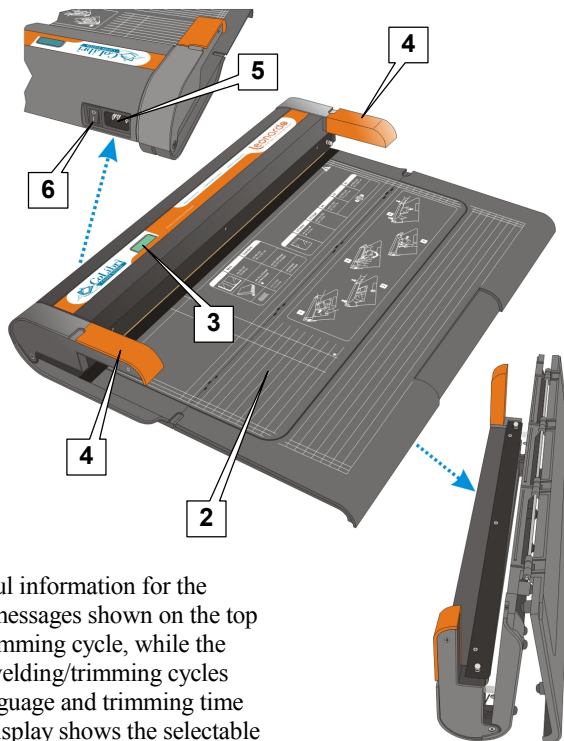
Special protections secured with screws give access to the integrated parts to facilitate maintenance.

 *Any intervention 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 one to find the correct cover size and to align the covers but also reminds one, in graphical mode, of 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

Two rows LCD display showing useful information for the operator. During the normal use, the messages shown on the top row guide the operator through the trimming cycle, while the bottom row indicates the number of welding/trimming cycles carried out by the unit. During the language and trimming time setup (*see relevant paragraphs*) the display shows the selectable settings.

4. Cycle Start levers

Once the document and cover have been correctly positioned, firmly press both levers simultaneously to start the trimming cycle. Special microswitches check that both levers have been properly pressed and, if not, they disable the start of the cycle. This increases the safety of the unit as one cannot touch the welding zone during the cycle. Suitable springs ensure that the levers return to the home position. During the language and trimming time (*see relevant paragraphs*), it is possible to select the desired option acting on these levers.

5. Supply socket

Allows the connection of the power cable of the unit. See the “Installation and Connection” section for further details.

6. Main switch

Turns the unit on/off.

Technical Data

Performances

Max trimming speed	2.5 seconds
Max welding length	500 mm [19.7"]
Type of consumable	CoLibri preformed folders

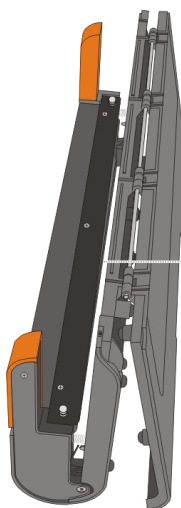
Technical specifications

Overall dimensions	560(l) x 90(h) x 410(p) 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 – 180 VA integrated transformer
Power absorption	450 W / 24 VCA (x 2 seconds)
Max. welding bar temperature	160 °C (380 °K)

Identification/Warning Plates

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

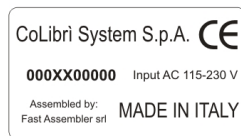
1. Indicates to authorised and trained staff that the power cable must be disconnected before removing the protection cover.
2. Indicates that the protection cover must not be removed and that unauthorised and untrained staff must not access the electrical section.
3. Identification and CE marking plate. 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.



1



2



3

Installation and Connection

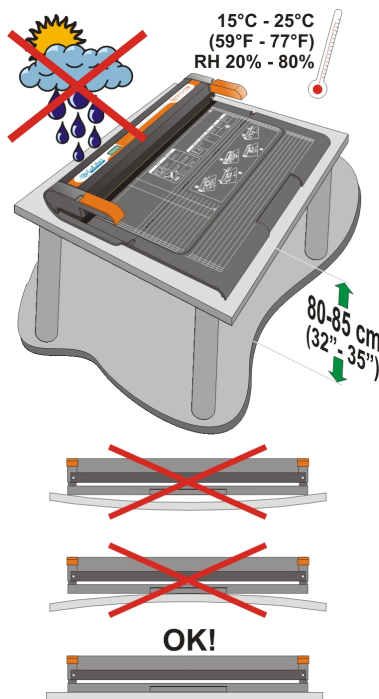
To correctly install and connect the **CoLibri Leonardo** book covering machine, it is necessary to perform the operations referred to below (*in the order indicated*), working as set out in this chapter:

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

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 and at a suitable height (80 – 85 cm [32" – 35"] from the floor level).
- ♦ Install the unit in a place that is not exposed to direct sunlight or atmospheric agents.
- ♦ Leave sufficient space around the unit so that one can work comfortably and position it far from other electronic equipment to avoid interferences.
- ♦ The installation site must have a temperature of between 15° C and 25 °C (59 °F – 77 °F) and relative humidity (RH) of 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 should be installed near the wall socket used to supply electricity to the unit. The socket should be easily accessible to allow for immediate disconnection of the power cable in case of an emergency.

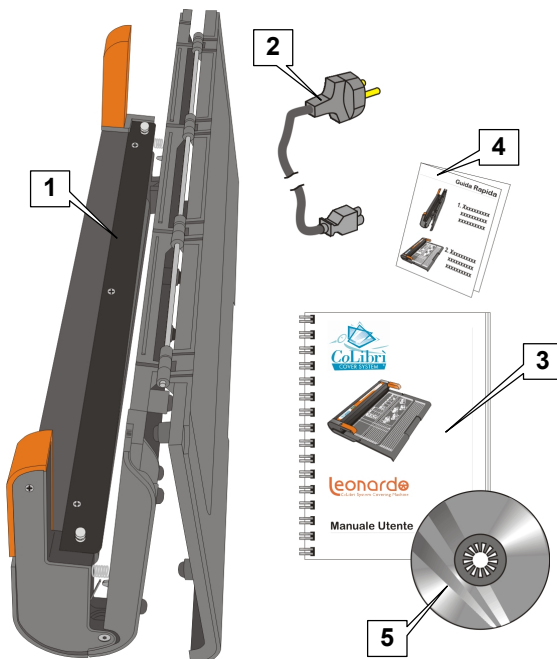


Unpacking and checking the components

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) Machine body with the work surface folded to save space
- 2) Power cable *
- 3) Copy of this manual *
- 4) Quick Reference Guide *
- 5) CD-ROM containing demo clips that show one how to use the unit *

**) Accessory items placed inside protective bags*



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.



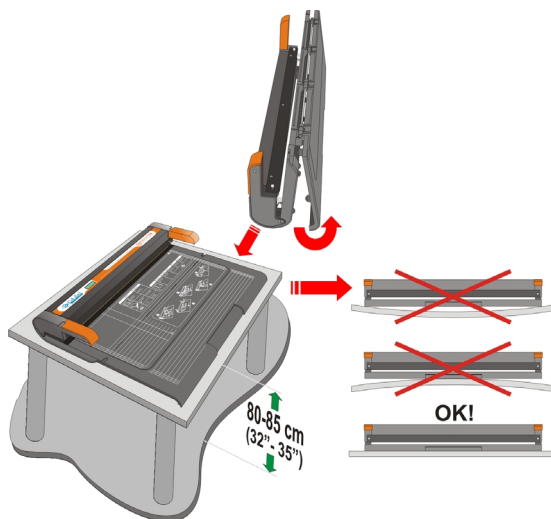
In any event, carefully dispose of the plastic or non-biodegradable materials.

Positioning the Unit

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

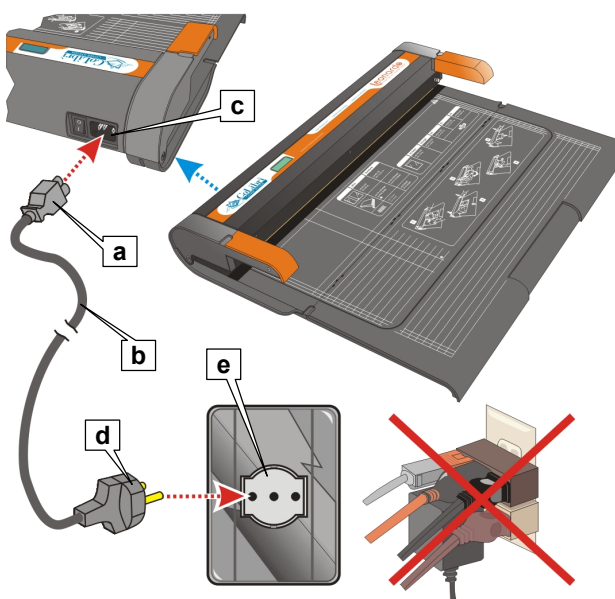
- With the unit in vertical position, unfold the work surface, then place the unit in a horizontal position on a table or on a proper support plane and set it in a comfortably reachable way.

As stated above in the section entitled “*Choosing the installation site*”, the table or surface where you place the unit, must be perfectly level.




Connecting the Power Cable

- 1) Insert the connector (*a*) of the power cable (*b*) included in the package, into the supply socket (*c*) located at the back 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 and which is compatible with the power absorption of the unit.



To avoid being electrocuted or damaging the equipment take note of the warnings and observe the safety regulations set out below:

- ✓ DO NOT connect more than one equipment to the same supply socket and ensure that the electricity meter is not overloaded and can support the power absorption of the book covering unit.
- ✓ If the wall socket and the power cable plug are incompatible, use a suitable, approved adapter. Avoid using multiple sockets and/or extension cables. Do not damage or modify the power cable.
- ✓ The electrical installation to which the unit is connected must comply with the local regulations in force and must be fitted with the required safety devices, to avoid the risk of electrocution or damaging the equipment.
- ✓ The wall socket used to supply the unit must be as close as possible to the unit itself. The socket should be easily accessible to allow for immediate disconnection of the power cable in case of an emergency.
- ✓ Do not touch the unit and/or the supply socket with wet or damp hands and never work with the unit if you are not wearing shoes.
- ✓ Do not pull the power cable out of the wall to disconnect the plug from the wall socket; hold the plug. Ensure that the power cable is not twisted, placed under excessive strain, crushed or pinched.

 *Failure to observe the warnings referred to above absolves the manufacturer from any direct or indirect liability in the event of damage and the warranty shall be immediately forfeited.*

How to Use the Unit

Operator Interface

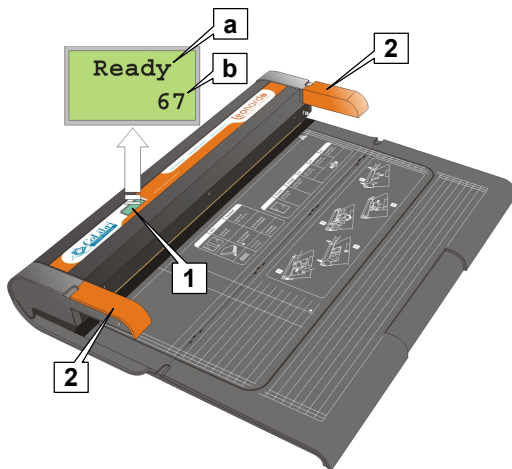
The **CoLibri Leonardo** book covering machine is fitted with a liquid crystal display **(1)** showing information messages for the operator convenience.

During normal use, the upper row **(a)** shows, in the chosen language, special wordings which guide the operator through the trimming cycle execution, i.e.:

- ♦ **Ready** indicates that the unit is powered-on and ready to start the cycle.
- ♦ **Wait** once you have pressed the levers **(2)**, this message indicates that the trimming cycle is in progress and that you must keep the levers properly pressed until the cycle ends.
- ♦ **Finish** (*flashing*) indicates the end of trimming cycle; now you can release the levers and remove the covered document/object.

The lower row **(b)** of the display indicates the number of welding/trimming cycles ("**67**" in the above example) carried out by the unit (*cycle counter – it cannot be reset*).

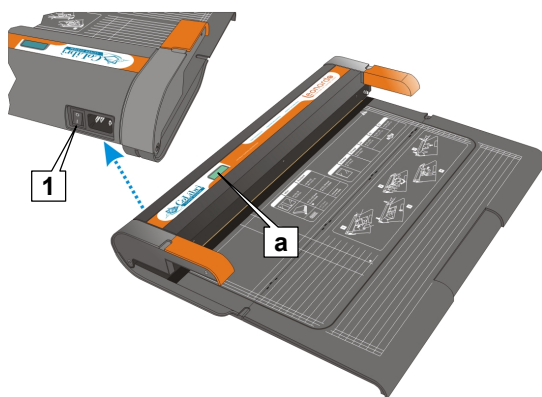
The display is also used to signal possible error conditions and to show the available options, during the language and trimming time setup (*see relevant paragraphs*).



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.

At power-on, the display **(a)** will show in sequence the wordings "**CoLibri SYSTEM**", "**V. x.xx**" and "**Ready**". The latter indicates that the unit is correctly powered and ready for use.




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 stop the unit from working, disconnect the power plug from the wall-socket, to completely isolate the unit from the power supply.

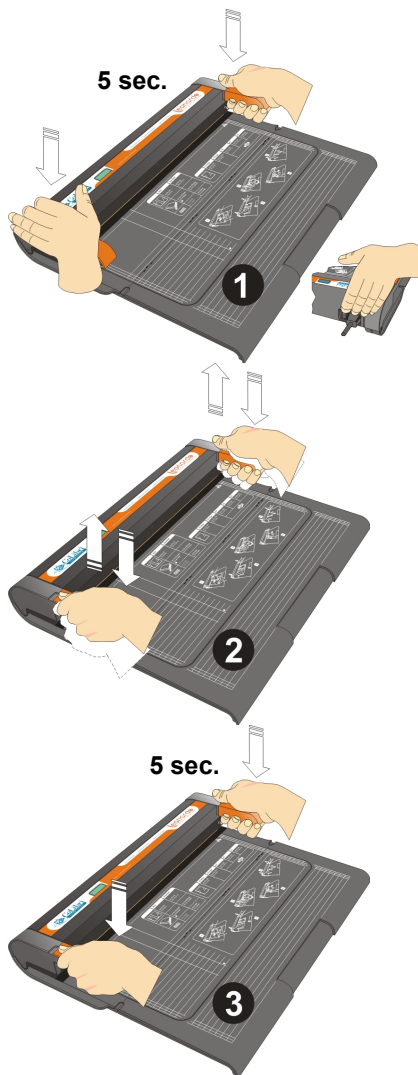
Language Selection

When necessary, to select the language used for displaying messages, operate as follows:

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

- 1) Switch-on the book covering machine through the main switch while keeping both the cycle start levers pressed for at least 5 seconds. As soon as the display shows the identification of the currently set language, release the cycle start levers.
- 2) Briefly and repeatedly press the cycle start levers to scroll through the selectable languages (*Italiano > English > Français > Deutsch > Español*).
- 3) To confirm the chosen language and leave the programming mode, keep the cycle start levers pressed for more than 5 seconds, and release them as soon as the message “**Ready**” appears on the display.

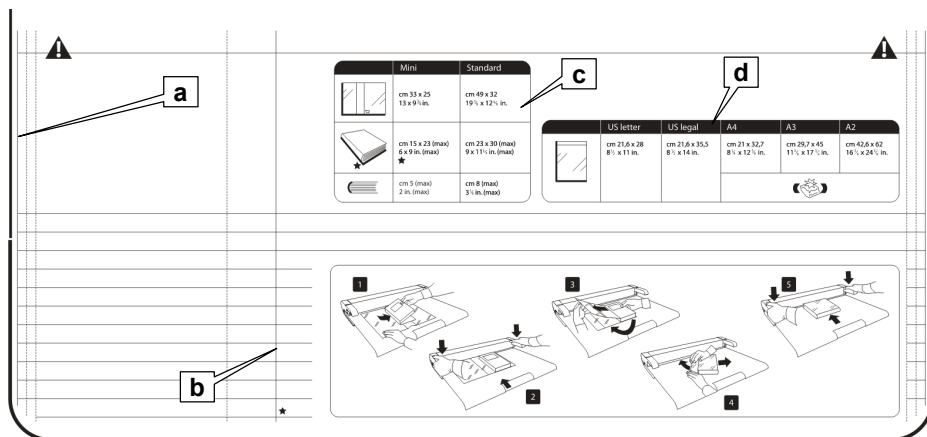
 *If you do not press the cycle start levers for 30 seconds, the unit automatically leaves the programming mode, saving the last selection made.*







How to Cover/Wrap

Choosing the Size of the Cover/Envelope

The information reflected on the work surface of the **CoLibri Leonardo** book covering machine allows one to quickly and easily select the size of the cover/envelope to be used to cover/wrap the relevant document/object:




	Mini	Standard
	cm 33 x 25 13 x 9 1/2 in.	cm 49 x 32 19 1/2 x 12 1/2 in.
	cm 15 x 23 (max) 6 x 9 in. (max)	cm 23 x 30 (max) 9 x 11 1/2 in. (max)
	cm 5 (max) 2 in. (max)	cm 8 (max) 5 1/8 in. (max)


	US letter	US legal	A4	A3	A2
	cm 21.6 x 28 8 1/2 x 11 in.	cm 21.6 x 35.5 8 1/2 x 14 in.	cm 21 x 32.2 8 1/4 x 12 1/2 in.	cm 29.7 x 45 11 3/4 x 17 1/2 in.	cm 42.0 x 62 16 1/2 x 24 1/2 in.

CoLibri Covers for either Hard or Softcover Books/Magazines/Publications

Align the spine of the publication with the 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: use a **CoLibri** “MINI” size cover
- ✓ If the line **(b)** is NOT visible: use a **CoLibri** “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 in section (c).


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





CoLibri Envelopes to Encapsulate/Wrap Documents, Drawings, Maps, Small Objects, etc.

The section (d) of serigraphy shows a summary of the **CoLibri** envelope sizes available (up to “A2”) including the dimensions of the envelopes and documents/objects to be wrapped (expressed in cm as well as in inches).

 To wrap objects, special CoLibri gift envelopes are available in A4, A3 and A2 size.

Covering/Wrapping Procedures

The following procedures explain how to correctly and safely apply covers/envelopes 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 Documents / Wrap Small Objects
- ◆ How to Gift Wrap Packages

Operating Precautions

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

Only adults are permitted to use the book covering machine. Children are not permitted to use the unit.

Moreover, the **CoLibri Leonardo** book covering machine may be used to trim and weld only covers and envelopes bearing the original **CoLibri** marking, or other material approved by the manufacturer. The **CoLibri** system's covers/envelopes 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 provide protection against harmful light and are specially calendared for softness. In addition, the covers/envelopes of the **CoLibri** 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.

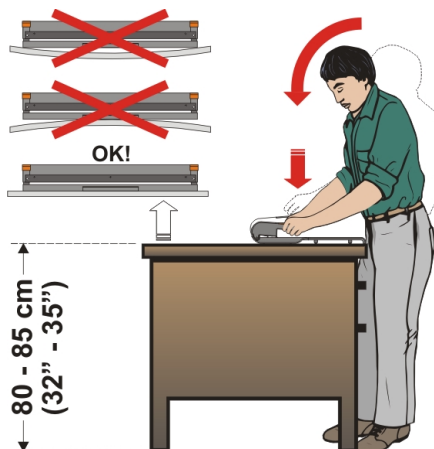
An Improper Use of the book covering machine will also result in the forfeiture of the warranty.

- Never use the book covering machine near flammable surfaces or liquids.

- 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:

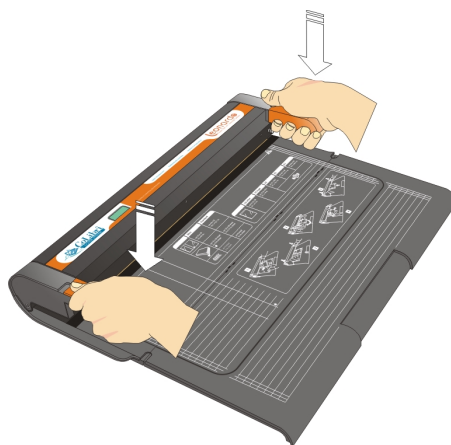
- Ensure that the recommendations previously indicated on “*Choosing the installation site*” paragraph have been followed, especially for what concerns the easy access to the unit, height and leveling of the support surface.



- Do not operate the unit remaining seated and do not exert pressure on the cycle start levers moving the arms, but rather keep the arms stiff and bend your bust. This allows you to apply an uniform and optimum pressure on both levers, thus limiting the effort.
- Keep the covers/envelopes in the same room where the covering machine is installed, to avoid sudden changes in material temperature.

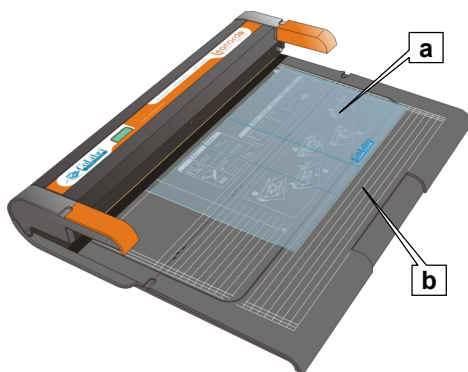
➤ After switching the power on and/or after a prolonged stop, run a control/pre-heating cycle (*idle cycle*), prior to starting a document/object covering cycle:

- Without inserting a cover/envelope in the trimming/welding slot, hold both cycle start levers and press them down firmly, applying the same pressure on both of them, to start the trimming/welding cycle.
- A “**Wait**” message shown on display indicates a cycle in progress. Keep the levers pressed until the flashing message “**Finish**” appears (*cycle end signaling*).
- Now the book covering machine is ready to be used.

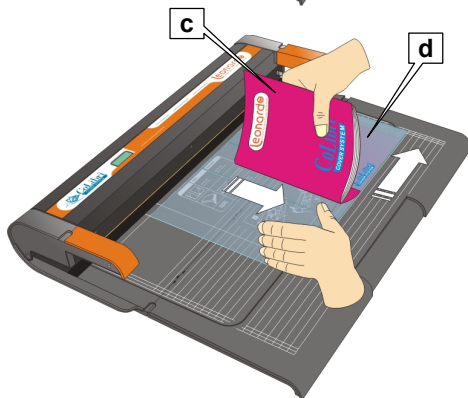


How to Cover Softcover Books

1. If necessary, run a pre-heating cycle as described above. Then choose the cover size (*Mini or Standard*) suitable to the size of the book to be covered, as described in the paragraph entitled, “*Choosing the size of the cover/envelope*”. Lay the cover (**a**) on the work surface of the unit (**b**) with the two pockets of the cover facing up (*the **CoLibri** logo printed on the cover should be legible on the bottom side of the cover*).



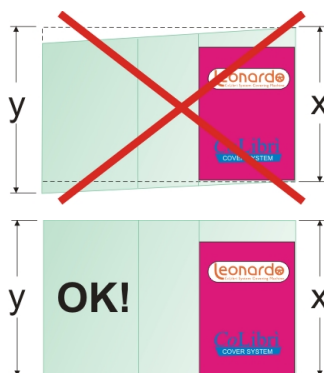
2. Insert the back cover of the book (**c**) into the right pocket (**d**) of the cover, sliding it down flush with the bottom edge of the pocket.



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

To be exact, make sure that the length of the left pocket (**y**) is the same as that of the right pocket (**x**).

If the **CoLibri** cover is badly trimmed it may be difficult, or even impossible to insert the book cover into the left pocket and to complete the covering process.




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, hold both cycle start levers and press them down firmly, applying the same pressure to both of them, to start the trimming/welding cycle.

A “**Wait**” message shown on display indicates a cycle in progress.

Keep the levers pressed until the flashing message “**Finish**” appears (cycle end signaling).

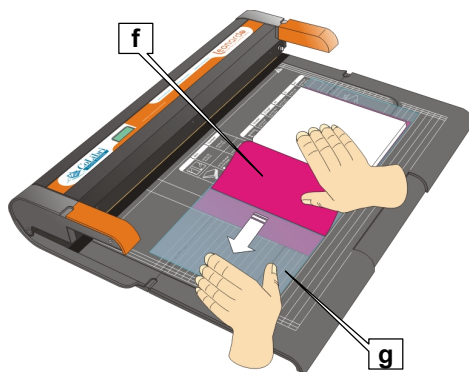


4. Remove the book/cover from the welding bar.

 *Do not pull the book cover towards you; lift it either from the left or the right side.*

This allows you to obtain a clean separation of the cover 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 turn the excess part of one side or on both sides of the *CoLibri* cover, working as described in step “3” of this procedure.



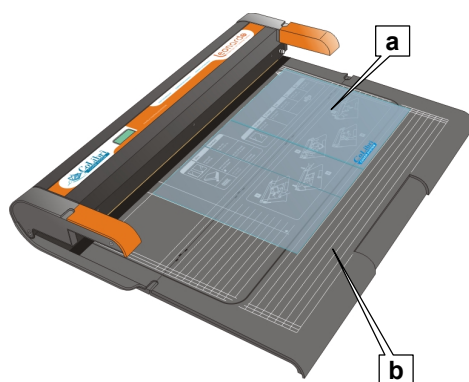
The book has now been covered with a resistant, tailor-made and ease to remove cover.

How to Cover Hardcover Books

1. If necessary, run a pre-heating cycle as described above.

Then choose the cover size (*Mini or Standard*) suitable to the size of the book to be covered, as described in the paragraph entitled, “*Choosing the size of the cover/envelope*”.

Lay the cover (**a**) on the work surface of the unit (**b**) with the two pockets of the cover facing up (*the CoLibri 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 (*min. 15 mm [5/8"]*) of the cover on the top side into the trimming/welding slot of the unit. Before trimming, check that the bottom edge of the **CoLibri** cover is parallel with the horizontal reference lines on the work surface of the unit; if necessary adjust the position of the pocket..

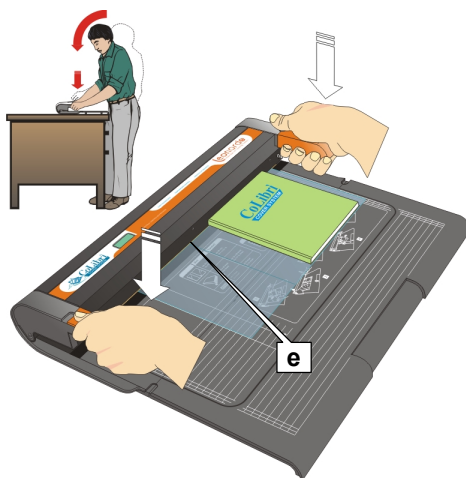
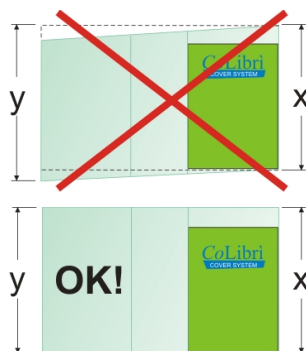
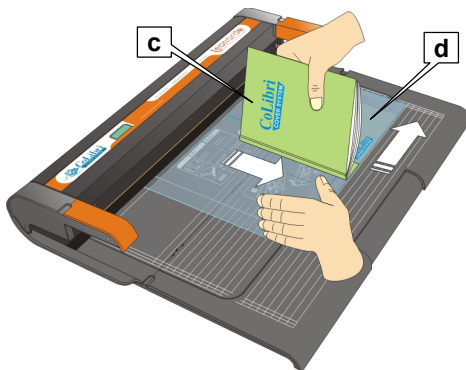
To be exact, make sure that the length of the left pocket (**y**) is the same as that of the right pocket (**x**).

If the **CoLibri** cover is badly trimmed it may be difficult, or even impossible to insert the book cover into the left pocket and to complete the covering process.


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, hold both cycle start levers and press them down firmly, applying the same pressure to both of them, to start the trimming/welding cycle.

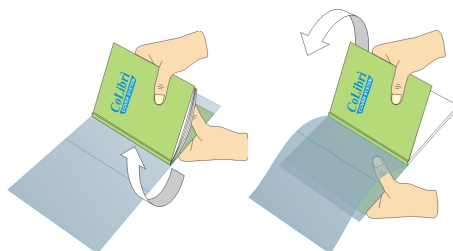
A “**Wait**” message shown on display indicates a cycle in progress.

Keep the levers pressed until the flashing message “**Finish**” appears (*cycle end signaling*).

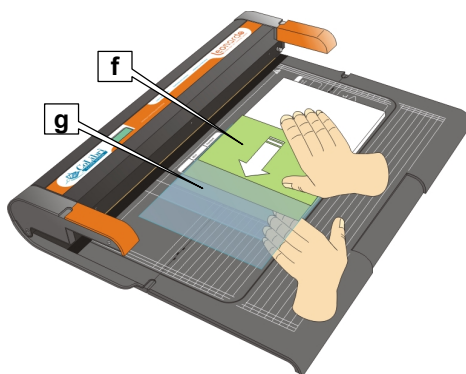


4. Remove the book/cover from the welding bar.

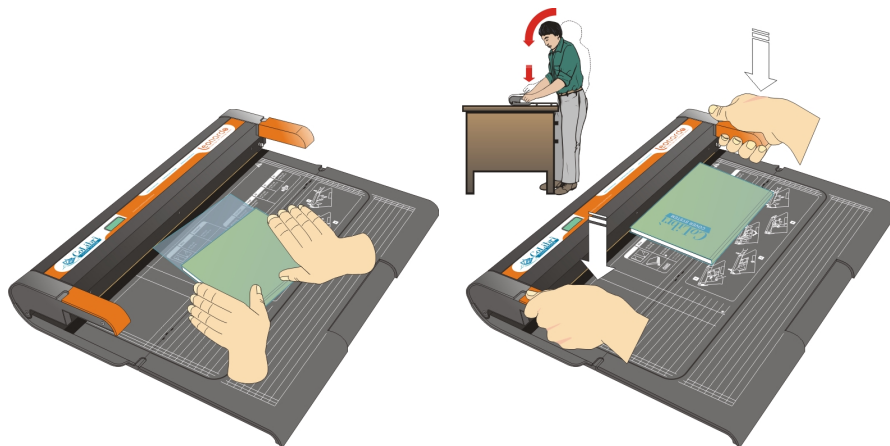
 *Do not pull the book cover towards you; lift it either from the left or the right side. This allows one to obtain a clean separation of the cover and avoids plastic gloss appearing on the welding of the cover.*



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 **CoLibri** cover (g) (already trimmed to the required length). To make the insertion easier, pull the **CoLibri** cover out slightly from the back cover of the book.



5. Close the book and turn the excess part of one side or on both sides of the **CoLibri** cover working as described in step “3” of this procedure.

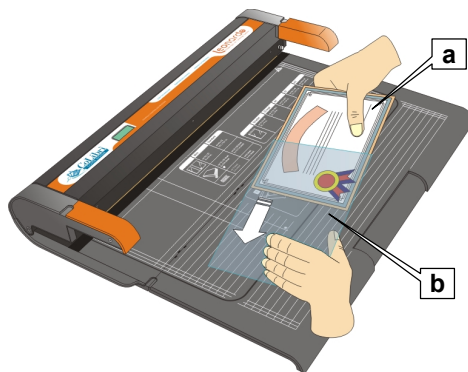


The book has now been covered with a resistant, tailor-made and ease to remove cover.

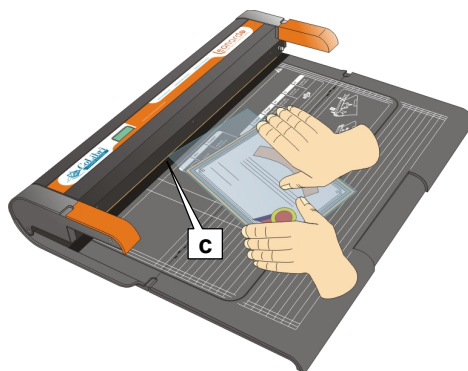


How to Encapsulate Documents / Wrap Small Objects

1. If necessary, run a pre-heating cycle as described above. Then choose the size of the envelope (*A4 / A3 or A2*) suitable to the size of the document, working as described in the paragraph entitled, *“Choosing the size of the cover/envelope”*.
2. Insert the document (**a**) into the envelope (**b**), sliding it down flush with the bottom edge of the pocket.



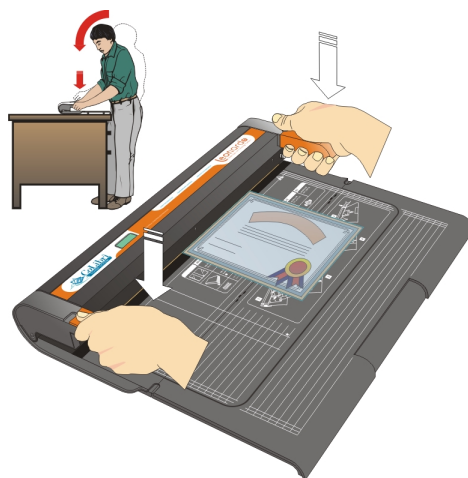
3. Insert the part of the envelope to be trimmed (*min. 15 mm [5/8”]*) into the trimming/welding slot (**c**) of the unit. Before trimming, check that the bottom edge of the *CoLibri* cover is parallel with the horizontal reference lines on the work surface of the unit. Hold both cycle start levers and press them down firmly, applying the same pressure to both of them, to start the trimming/welding cycle.



A **“Wait”** message shown on display indicates a cycle in progress.

Keep the levers pressed until the flashing message **“Finish”** appears (*cycle end signaling*).

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

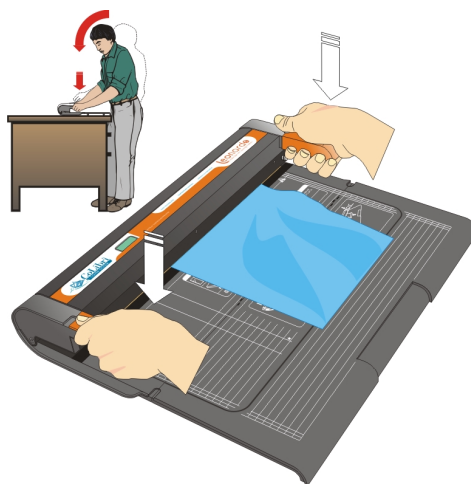
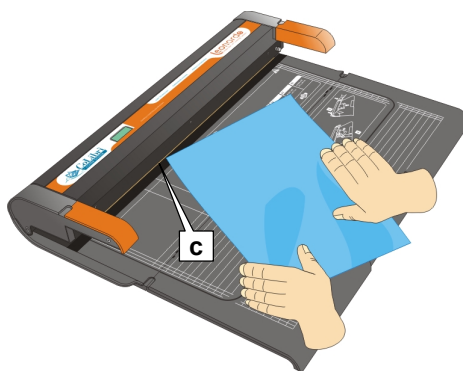
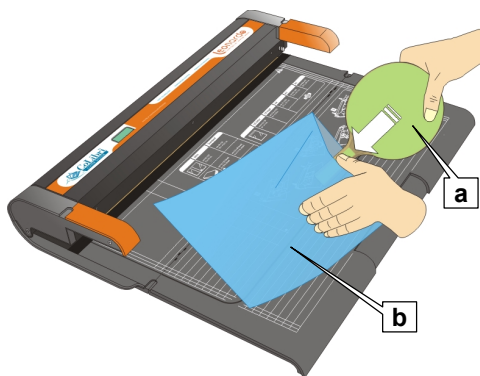


How to Gift Wrap Packages

1. If necessary, run a pre-heating cycle as described above. Then choose the size of the envelope (either A4 / A3 / A2 **CoLibri Gift Envelopes** or A4 to A2 **CoLibri transparent envelopes**) suitable to the size of the object, working as described in the paragraph entitled, “*Choosing the Size of the Cover/Envelope*”.
2. Insert the object (**a**) into the envelope (**b**), sliding it down flush with the bottom edge of the pocket.
3. Insert the part of the envelope 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 **CoLibri** cover is parallel with the horizontal reference lines on the work surface of the unit. Hold both cycle start levers and press them down firmly, applying the same pressure to both of them, to start the trimming/welding cycle.

A “**Wait**” message shown on display indicates a cycle in progress. Keep the levers pressed until the flashing message “**Finish**” appears (*cycle end signaling*).

The object has now been gift -wrapped and may be decorated with ribbons, bows etc.





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 absolve the manufacturer from any direct or indirect liability in the event of damage and the warranty shall be immediately forfeited.

Cleaning

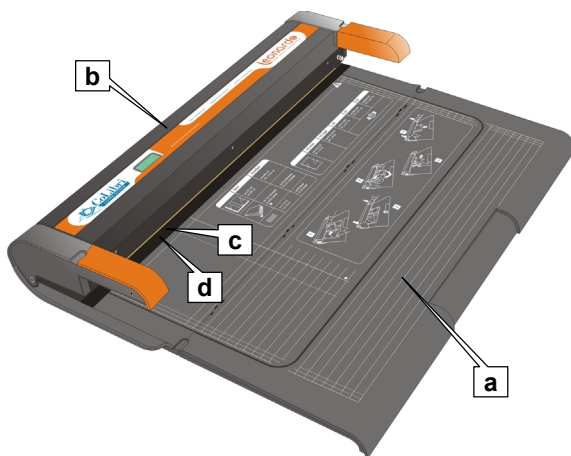
Clean the unit at regular intervals, removing dust and scraps of material, etc. that may have collected during the use of the unit.



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

- ◆ Clean the work surface (a) of the unit thoroughly 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 lower rabbet (d), removing any residue.




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

Replacement of the Welding Bar

For good trimming and welding results we advise you to replace the welding bar after about 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.*

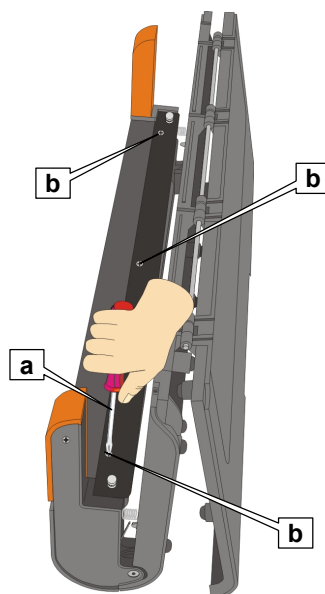
To replace the welding bar:

-  ***Before proceeding we advise you to switch off the unit, turning off the main switch and disconnecting the power cable.***


Wait until the machine has cooled down.

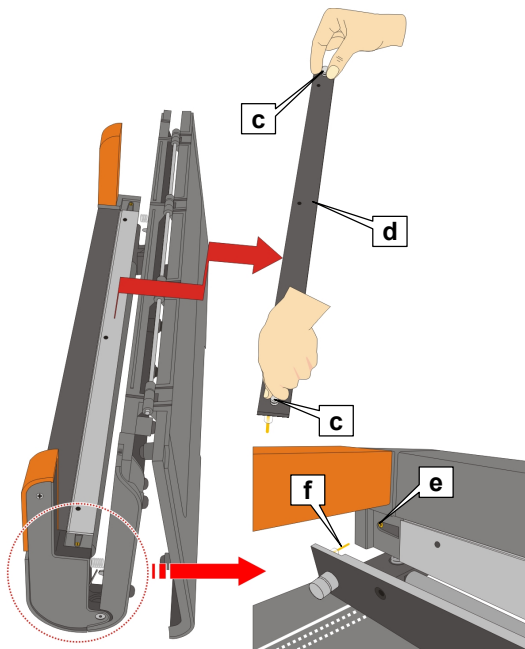
During the welding bar replacement process, pay attention not to damage the sensor integrated within the head.

- 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) Grasp both knobs **(c)** secured to the welding bar **(d)**, then pull the bar towards you to remove it from the relevant seat. A certain 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 an uniform vertical pull on both sides to avoid bending the welding bar and/or damaging the power terminals.*



- 3) Install the new welding bar operating as follows:


 *Pay attention to correctly orient the new welding bar. In any case, the special shape of the bar prevents wrong positionings.*

- 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 an 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)**.

- 4) 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 power cable.



The welding bar is a part with a high environmental impact. For this reason we do not recommend that it be disposed of with solid urban waste. One should rather use the services of a specialized company and/or comply with the local rules and regulation in force.

 *For details on ordering parts (such as the welding bar) refer to the section entitled, "Spare Parts and Consumables".*

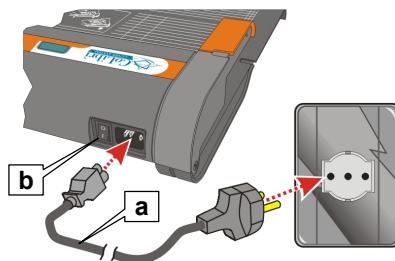
Troubleshooting




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

➤ The book covering unit does not work

- 1) Make sure that the machine is correctly powered; this is indicated by the “**Ready**” message on LCD display.
If the LED 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.



- 2) If the unit is correctly powered (the green LED “ON” lights up, be sure to simultaneously and firmly press both cycle start levers.

 To apply an optimum and uniform pressure on both levers, do not operate the unit remaining seated and do not exert pressure moving the arms, but rather keep the arms stiff and bend your bust.

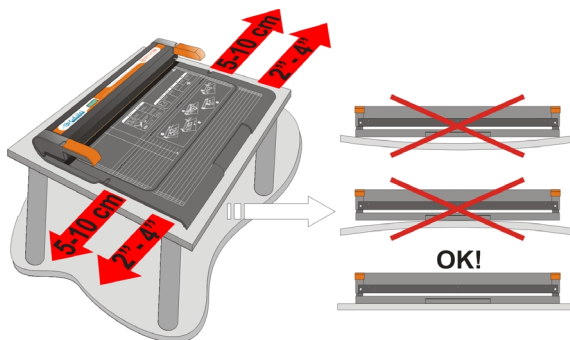
As soon as you press the levers, a “**Wait**” message shall appear on the LCD display.



➤ **The trimming operation is not being performed correctly**

- 1) Run a pre-heating cycle working as described in the paragraph entitled, “Operating Precautions” and retry.
- 2) Make sure that approved covers/envelopes are being used: the **CoLibri Leonardo** book covering machine can only be used to weld and trim **CoLibri** marked covers and envelopes or other material approved by the manufacturer (*kindly refer to the paragraph entitled, “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 paragraph entitled, “Choosing the Installation Site”*).

- 4) The trimming operation is completed over the entire length of the cover/envelope, but the material is not welded satisfactorily or appears excessively melted (*plastic gloss generation*).


In this case the problem is caused by an incorrect welding temperature (*welding time too short or too long*).

👉 The **CoLibri Leonardo** book covering machine is supplied 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 refer to the paragraph entitled, “Choosing the Installation Site”).

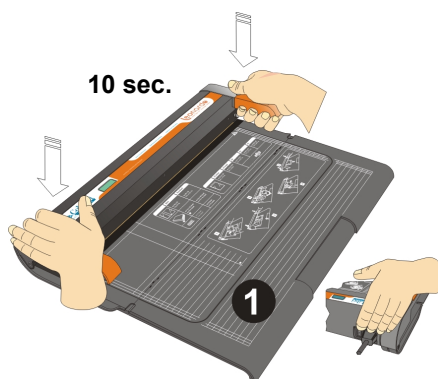
Should you be unsure as to whether you actually need to adjust the welding temperature, kindly contact the manufacturer's technical department to obtain the required assistance and information.

When necessary, to change the welding time, operate as follows:


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

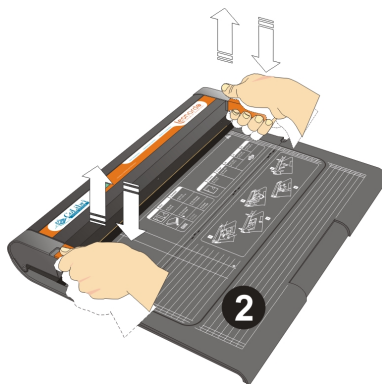
- 1) Switch-on the book covering machine through the main switch while keeping both the cycle start levers pressed for at least 10 seconds.

Release the cycle start levers, as soon as the flashing message **“SET TIME x, x sec.”** appears on display.




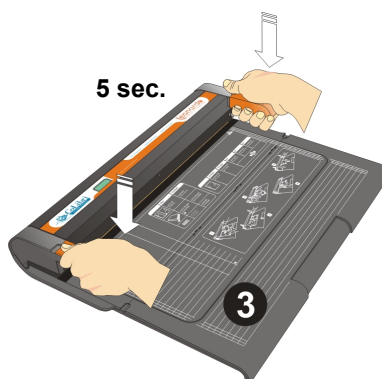
- 2) Briefly and repeatedly press the cycle start levers to increase, with a step of 0.5 seconds, the trimming time up to a maximum of 8 seconds.

 *When reaching the max setting value (8 sec), the trimming time re-starts from 3 seconds.*



- 3) To confirm the chosen language and leave the programming mode, keep the cycle start levers pressed for more than 5 seconds, and release them as soon as the message **“Ready”** appears on the display.

 *If you do not press the cycle start levers for 30 seconds, the unit automatically leaves the programming mode, saving the last selection made.*





Notes about the Welding Time

- If, after the trimming/welding process the cover / envelope shows an excessive amount of blur, plastic filament or curling, then **DECREASE** the welding time.
- 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 welding time.



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

WARNING!! *Setting the maximum welding time (8 seconds) may cause a premature burning of the welding bar.*

➤ The Book Covering Machine Signals an Error Condition

If, at the end of the first trimming cycle carried out after switching-on the unit, the display shows “**Error**” instead of “**Finish**”, then the book covering machine locks and prevents further cycles. In such cases:

- 1) Cycle off/on the unit switching the main switch, then try to carry out a new trimming cycle, operating as described on paragraph “*Operating Precautions*”.
- 2) If the problem persists, then repeat the step 1) for a maximum of three (3) times.
- 3) If, after three (3) attempts, the error condition is still signaled at the end of the first cycle, then switch-off the unit and call the customer service department.

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 troubleshooting interventions other than those described below.

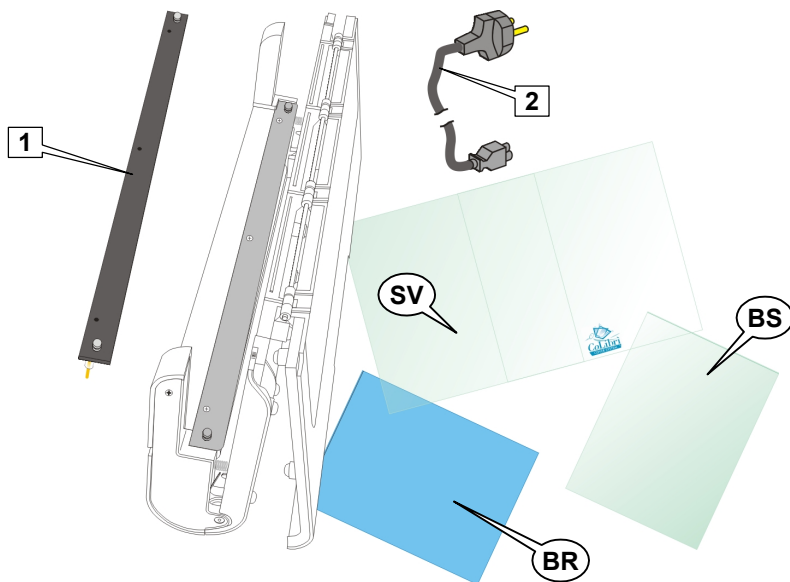
Failure to observe this warning will absolve the manufacturer from any direct or indirect liability in the event of damage.

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 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.

Spare parts and consumables



Spare parts		
Ref	Item	Code
1	Welding bar	
2	Power cable	

 When requesting spare parts, kindly specify the serial number of the unit, as well as the part code.


 Only use 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 do not recommend that they be disposed of with solid urban waste. One should rather use the services of a specialized company and/or comply with the local rules and regulation in force.



Consumable			
Ref	Item	Size	Code
SV	CoLibri covers for books, magazines, catalogues, etc.	STANDARD 49 x 32 cm (19 ³ / ₈ " x 12 ⁵ / ₈ ") – pack, 250 pieces	SV 0002
		MINI 33 x 25 cm (13" x 9 ³ / ₄ ") – pack, 250 pieces	SV 0003
BS	CoLibri transparent envelopes To wrap documents, photos, drawing, etc.	A4 21 x 32,7 cm (8 ¹ / ₄ " x 12") – pack, 50 envelopes	BS 0013
		A3 29,7 x 45 cm (11 ⁵ / ₈ " x 17 ³ / ₄ ") – pack, 50 envelopes	BS 0014
		A2 42,6 x 62 cm (16 ³ / ₄ " x 24 ³ / ₈ ") – pack, 25 envelopes	BS 0016
BR	CoLibri gift envelopes To wrap objects	SMALL – A4 21 x 30,5 cm (8 ¹ / ₄ " x 12") – pack, 250 envelopes	BR 0013 M
		MEDIUM – A3 30 x 45 cm (11 ⁵ / ₈ " x 17 ³ / ₄ ") – pack, 250 envelopes	BR 0014 M
		LARGE – A2 47 x 53,5 cm (18" x 21") – pack, 125 envelopes	BR 0016 M

 The **CoLibri Leonardo** book covering machine may be used to trim and weld only covers and envelopes bearing the original **CoLibri** 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 will not be held liable for any damage arising out of the use of covers/envelopes made from material which has not been approved by it.



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