

# SMART-BINDER INSTALLATION QUESTIONNAIRE

*This document is to be used by the Smart-binder vendor (Reseller) to help prepare for product installation. It should be used in conjunction with the IBIS Smart-binder Application Guide.*

*The document must be completed and sent to Martin Reed at IBIS, before our engineer arrives to install and commission the Smart-binder.*

## 1 General Information

1.1 Vendor (Reseller) company name:	
1.2 Site survey document completed by (name):	
1.3 Site Survey completion date:	

## 2 Customer Details

2.1 Customer company name:	
2.2 Installation Address:	
2.3 Country / State:	
2.4 Postcode / Zip Code:	
2.5 Hours of operation:	
2.6 Customer main contact name:	
2.7 Telephone number:	
2.8 Fax number:	
2.9 E-mail address:	
2.10 Telephone / extension number for proposed Smart-binder location:	

### 3 Planned Source(s) Of Printed Sheets

#### 3.1 Digital printer in-line connected to the Smart-binder

*Equipment Description*

3.1.1 Printer:	Make and model:
3.1.2 Cutter / stacker:	Make and model :
3.1.3 Anti-static	Confirm anti-static bars fitted in upstream equipment :
3.1.4 Other information:	

#### 3.2 Digital printer for use off-line from the Smart-binder

*Equipment Description*

*Make & Model*

3.2.1 Printer:	Make and model:
3.2.2 Cutter / stacker:	Make and model :
3.2.3 Other information:	

### 4 Schedule Information

4.1 Anticipated delivery date at customer site:	
4.2 Target installation date at customer site:	
4.3 Target production date:	
4.4 Will IBIS be required to assist installation, commissioning or training:	Yes / No

If yes, then you must ensure the availability of IBIS personnel for the desired dates.

### 5 Delivery

5.1 Are there any limitations on delivery time or date?	Yes / No
5.2 If yes, please clarify (e.g.: times that delivery can take place)	

The Smart-binder is shipped on several pallets or crates. The sizes and weights of these are detailed in the Smart-binder Application guide. The pallets and crates need to be unloaded from the delivery truck and the Smart-binder modules lifted from their pallets and moved to their final location.

A 2000 - 2500 kg (4400 - 5500 lb) capacity fork lift truck with forks 1.5m (177") long is required to offload the pallets and to remove the largest module from its pallet.

5.3 Is a suitable forklift truck (and driver) available on the customer's site?

**If NO, then a suitable forklift truck must be arranged for the time of delivery AND for the start of installation.**

## 6 Internal Access

The machine modules must be moved from the unloading point to the install location. It is important to check that there are no obstructions along this route. It is best to walk the whole route, checking floor condition, door widths, etc.

Details of the size and shape of the largest module are given in the IBIS Smart-binder Application Guide (section 6.3).

- |   |          |
|---|----------|
| 6.1 Are all access points, doors, corridors, etc. wide enough for the largest Smart-binder module (1650mm, 65")?  | Yes / No |
| 6.2 If a lift will be used: is the lift able to take the weight of the heaviest Smart-bidner module 1500 Kg, 3300 lbs, is its door width adequate (1650mm, 65") and is its floor size adequate (1650mm, 65" x 1850mm, 73")? | Yes / No |
| 6.3 Are all the floors solid, smooth, level and capable of taking the weight of the largest module? (No carpets, rough or soft surfaces, steps or ramps)  | Yes / No |

**If the answer to any of these questions is NO, then special measures may be necessary (e.g.: temporarily remove doorframes, crane machine into position, use plates to cover holes in the floor). All issues must be resolved before installation can go ahead.**

## 7 Personnel access

- |  |          |
|--|----------|
| 7.1 Are there any restrictions or unusual working conditions (security arrangements, working hours, language)? | Yes / No |
| 7.2 If yes, please give details:   |          |

## 8 Final Machine Location

Details of space required for the Smart-binder are provided in the IBIS Smart-binder Application Guide.

Space must be allowed for:

- All the machine doors and guards to be fully opened.
- Operator movement around the machine.
- Access for machine maintenance on all sides of the machine.
- Removing books from the Delivery Conveyor
- Wire Spools (if floor standing spools have been selected)
- Space for loading cover feeder
- Transformer (only required for some voltages and types of power supply network – see section below on power supply.)

A floor plan should be drawn using the information from the IBIS Smart-binder Application Guide and an accurate layout of the intended location.

8.1 Does the floor plan show that space and clearances are adequate?

Yes / No
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8.2 Is the ceiling height adequate, particularly in the area of the Smart-binder trimmer?

Yes / No
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If the answer to either of these questions is NO, please consult IBIS. Some obstructions, such as columns beside the machine, can be tolerated, but must be considered on an individual basis.

## 9 Floor

Floor loadings and location and size of feet are detailed in the IBIS Smart-binder Application Guide (section 6.2).

The heaviest module is the stitcher/trimmer (approximately 1500 Kg, 3300lbs).

The machine should be sited on a solid floor which is level over the total area of the machine to within 10mm.

9.1 What is the floor made from?

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9.2 Is the floor surface smooth (to allow easy positioning of the Smart-binder er)?

Yes / No
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9.3 Will the floor support the machine weight?

Yes / No
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9.4 Is the floor level over the area required?

Yes / No
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If the answer to any of these questions is NO, then special measures will be needed, e.g.: plates under feet to spread load.

### 10 Waste Removal

The IBIS Smart-binder trims a small amount from three sides of booklets. This waste (trim - off ) must be removed from the Smart-binder.

Several options are available to achieve this, which will be used for this installation? (Tick one)

- 10.1.1 IBIS-supplied waste removal conveyor.
- 10.1.2 IBIS supplied pneumatic waste extraction system.
- 10.1.3 Customer- supplied waste extraction system

You must ensure that the correct waste removal options have been ordered.

### 11 Electrical Power Requirements

For details of electrical supply requirements, see IBIS Smart-binder Application Guide  
 What supply will be used for this installation? (Tick one)

- 11.1.1 195-215V 50/60Hz 30A 3 phase via IBIS-supplied transformer. (Any Smart-binder configuration)
- 11.1.2 380-415V 50/60Hz 16A 3 phase (in-line Smart-binder only: no optional pile feeder or roller table)
- 11.1.3 380-415V 50/60Hz 16A 3 phase AND 380-415V 50/60Hz 10A 3 phase and Neutral (Off-line or In-line / Off line Smart-binder: with optional sheet feeder or roller table)
- 11.1.4 Any other supply voltage, or supply that needs special isolation.

For any other voltage or special isolation requirements you MUST contact IBIS to confirm specification AND ensure that the machine order includes this special requirement.

11.2 Residual current devices (RCD) and Ground Fault Interrupters (GFI) must not be fitted to the power supply as leakage currents from the Smart-binder could cause nuisance trips. Is customer aware of this?

11.3 Confirm that customer or his chosen electrical contractor will supply cables, connections and isolators to for 3 phase power as detailed above, at locations detailed in IBIS Smart-binder Application Guide. All wiring must meet local electrical codes.

## 12 Environmental Requirements

The SMART-BINDER should be located in a room that is clean and has a stable temperature and humidity level. The ‘Ideal’ parameters to achieve a stable/reliable operation are:

- A stable temperature between 18 - 25 degrees Celsius (64 – 77 degrees Fahrenheit)
- A stable humidity level between 40 - 50% RH.

It is usual that some form of air conditioning is used to maintain these levels. The room in which the equipment is installed should be partitioned off from any dirty areas, e.g.: a warehouse or loading bay.

12.1 Confirm that customer understands ideal environmental conditions.

Yes / No
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## 13 System Applications

Product specifications are detailed in the IBIS Smart-binder Application Guide. Where possible, paper stock, cover stock, sheets, covers, untrimmed books and finished books should be compared to these specifications.

Where possible, obtain samples of finished booklets, ideally of all the different types of booklet that will be produced on the Smart-binder, and representative of the range of book thicknesses.

13.1 Are the paper stocks within specification, or have they been successfully tested on an IBIS Smart-binder ?

Yes / No
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13.2 Are the cover stocks within specification, or has it been successfully tested on an IBIS Smart-binder ?

Yes / No
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13.3 Are the book formats within specification?

Yes / No
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13.4 Is trim off within specification?

Yes / No
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13.5 Is the book thickness within specification?

Yes / No
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**13.6 If the answer to any of these questions is NO, then it is possible that problems will be experienced with the products in question. Further tests, alternative materials or changes to book size may resolve the issues. Is the customer is aware of this?**

Yes / No
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13.7 If the maximum book thickness is over 7mm (0.27") has the high torque drive option been ordered?

Yes / No
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13.8 If the book format needs to be run 2-up, then have the centre knife option and extra stitching heads been ordered?

Yes / No
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13.9 Sheets being fed into the Smart-binder need barcodes. Details of barcode requirements are in the IBIS Smart-binder Application Guide. Please confirm that vendor and customer understand these requirements, and that suitable barcodes will be printed on sheets.

Yes / No
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## 14 Spare parts and Consumables

- 14.1 Stitching wire is needed for the Smart-binder. This is usually best obtained locally. Is the customer aware of this requirement?
- 14.2 Trimmer knives need to be regularly reground. This is best arranged locally. Who will be responsible for arranging knife regrinds?
- 14.3 Is the customer aware of the need for regular knife regrinding?
- 14.4 Have the required spare-parts kits been ordered and will you be able to meet the customer's general requirements for spare-parts supply ?

Yes / No
Yes / No
Yes / No
Yes / No

## 15 Training

### 15.1 Operator training

Everyone who will operate the IBIS Smart-binder must be trained in its operation. This will ensure that the correct procedures are used in operating the equipment, thereby reducing downtime and unnecessary service calls.

Operator training should be provided after the machine is installed but before production starts. It is important that operators start to use the Smart-binder soon after they are trained. Ideally operators should be personnel who already have some finishing skills, having operated other saddlestitchers, folders or other print finishing equipment.

Operator training courses last 3 days, are for up to 4 operators and are usually carried out on the customer's site. Where operators on several different shifts need training, planning must take this into account (one trainer cannot train people on more than one shift in one day!)

- 15.2 Confirm that customer understands the requirements for operator training.
- 15.3 Confirm that there is time allowed in the installation schedule to allow all operators to be trained.

Yes / No
Yes / No

### 15.2 Maintenance training

The vendor's local customer support engineer(s) must receive Smart-binder maintenance training.

Maintenance training courses last 5 days and are for up to 4 engineers and can be carried out at the customer's site or on another Smart-binder (at IBIS or at the vendor's premises).

- 15.4 Confirm that suitably trained customer support engineers will be available to service the Smart-binder.
- 15.5 What are the planned dates and location for the Maintenance training course
- 15.6 If the Maintenance training courses need to be held at the customer's site, has time been allowed in the installation schedule?

Yes / No
Dates: Location:
Yes / No