

PLUS

M-12 Series Copyboard / C-12 Series Captureboard Assembly and Setup Manual

This is the installation and assembly manual for the M-12 series Copyboard and C-12 series Captureboard.

(The copyboard and/or captureboard are referred to as "the set" or "the main unit" in this manual.)

To the Customer

Special skills are required to install the set. Never try to assemble the set yourself.

To the Dealer or Installation Tradesman

In the interest of the safety of the customer, please perform installation work paying due attention to the strength of the installation location to ensure that it can bear the load of the main unit, printer, and installation parts.

TABLE OF CONTENTS

1. Please Read in the Interest of Safety	2
2. Packaging List	3
3. Installation Procedure	4
4. Assembly of the stand	4
5. Wall Mounting	7
6. Assembly of the Printer Table	10
7. Connection to the set	12
8. Test Print	17
9. Changing the Height of the Unit	18

1. PLEASE READ IN THE INTEREST OF SAFETY



Warning

- If you are not a qualified assembly serviceperson, do not perform installation procedures.
- Please be sure to perform the installation and assembly based on this manual. Incorrect installation or assembly will be the cause of injury.
- Please have 2 or more persons lift the main unit when installing or removing it.
Also, be sure to lock the stand's casters before installing or removing. If not, the stand could slip unexpectedly, resulting in accidents.
- To prevent dropping the strength of the installation location and the anchoring method must fully bear over a long period the load of the main unit, printer, and installation parts. The installation should also be performed to fully withstand an earthquake. Incorrect installation can result in the main unit falling and causing injury.
- Please use M6 or equivalent screws for the wall mounting portion. Use of screws other than M6 or equivalent can result in the main unit falling and causing injury.
- Please mount to a post in the wall or a sturdy wall stud. When the mounting positions of the main unit are not reached, please use optional wall support fittings.
- Please use hardware like anchor nuts and anchor bolts for mounting on a concrete wall.
- Be sure to install the stabilizers supplied with the stand at each of the 4 locations (to prevent toppling).
- The AC adapter box is for storing the AC power adapters of the main unit and printer. The AC power adapters and the power cords heat up. Read the "Important Safety Information" in the main unit's "User's Manual" carefully and store them properly.



CAUTION

- When a printer is mounted on the set, attach the Velcro and printer guides so that the printer does not slip off. If not, the printer could fall when moving the set, resulting in damage or injury.

* The Velcro is meant to prevent slipping, not to fasten the printer in place.

* Velcro is a registered trademark of Velcro Industries.

2. PACKAGING LIST

The packaged contents will differ depending on the purchased Series.

Please open the carton and check the parts.

In the rare event that something is missing, please contact your store of purchase.

■ List of Items in Package

Main unit: 1 unit (standard type or wide type)

Wall mounting brackets: × 4, M4×8 screws × 16 (for wall mounting)

Printer table (1 set): Printer table × 1, Brackets × 2, M4×8 screws × 4, M3×6 screws × 10, Cushions × 2, Printer guides × 2, Velcro × 2 sets

AC adapter box (1 set): With 2 masking screws

Cable covers for copyboard: Standard type × 1, Wide type × 2

AC power adapter (with power code): × 1 (HEC-AP065-24V)

Markers: × 4 (One each of black, red, blue, and green)

Eraser: × 1

USB cable: × 1

Documentation: Instruction manual × 1, CD-ROM × 1, Quick Guide × 1, Assembly and Setup Manual (this manual) × 1

TOOL BOX Software Operation Manual × 1

■ Printer package*: One unit

Please check the user's manual of the printer for a list of contents for the printer package.

■ Stand packaging list*

T-shape legs (with casters) × 2, Hexagonal socket screws × 8, Flat washers × 8, Horizontal bars × 2, Hexagonal wrench × 1, Stay × 1, Nylon bushing × 1, M3×6 screws × 2, Stabilizers × 4, Frame caps × 2, Pipe caps × 4, Lock-screws × 2, Cable covers for stand × 2 (Standard type × 1, Wide type × 1)

* The printer and stand may be options.

3. INSTALLATION PROCEDURE

The installation method will change depending on the type of installation. Please perform installation and assembly according to the following procedures.

● When using the stand

1	4. Assembly of the stand	See Page 4	* The stand may be an option.
2	6. Assembly of the printer table	See Page 10	* The printer may be sold separately.
3	7. Connection to the set	See Page 12	
4	8. Test print	See Page 17	

● When mounting to a wall

(Please consult with a dealer or installation tradesman. Installation work should not be done by the customer.)

1	5. Wall mounting	See Page 7
2	6. Assembly of the printer table	See Page 10
3	7. Connection to the set	See Page 12
4	8. Test print	See Page 17

Note

- Diagrams of printers that appear in this manual are representative illustrations. The illustration will differ from the actual printer. Check the owner's manual of your printer for information about the names of the connectors and their locations and use.

4. ASSEMBLY OF THE STAND

Use the same method to assemble the left and right sides of the stand.

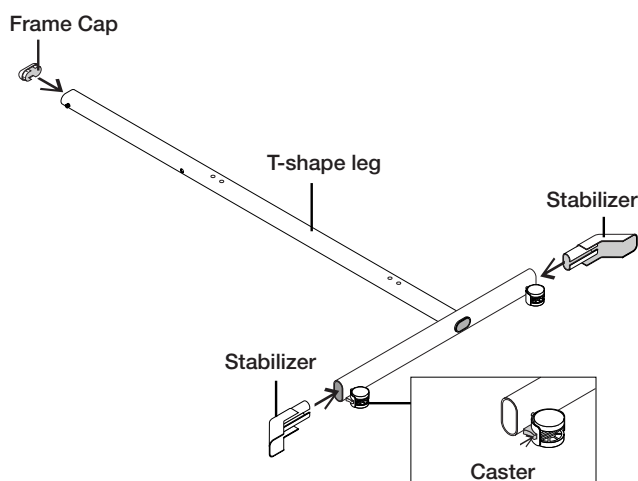
(1) Press-fit the frame cap onto the top of the T-shaped legs.

(2) Attach the stabilizers to the front and back of the T-shaped legs.

Insert the stabilizers securely all the way in.

(3) Lock the caster stoppers.

Press the bottom portion of the stoppers to lock them.



CAUTION

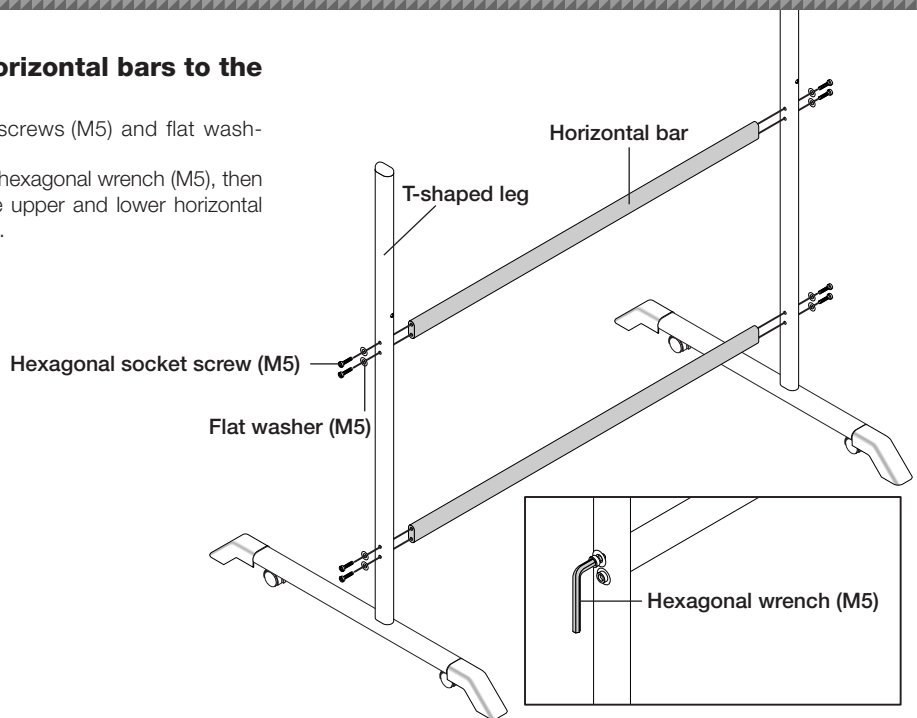
To prevent toppling, be sure to install the stabilizers at each of the 4 locations. The toppling of this machine could cause bodily injury or damage the machine.

4. ASSEMBLY OF THE STAND

(4) Attach the two horizontal bars to the T-shape legs.

Use hexagonal socket screws (M5) and flat washers (M5) to attach.

Partially fasten using the hexagonal wrench (M5), then tighten securely after the upper and lower horizontal bars have been attached.



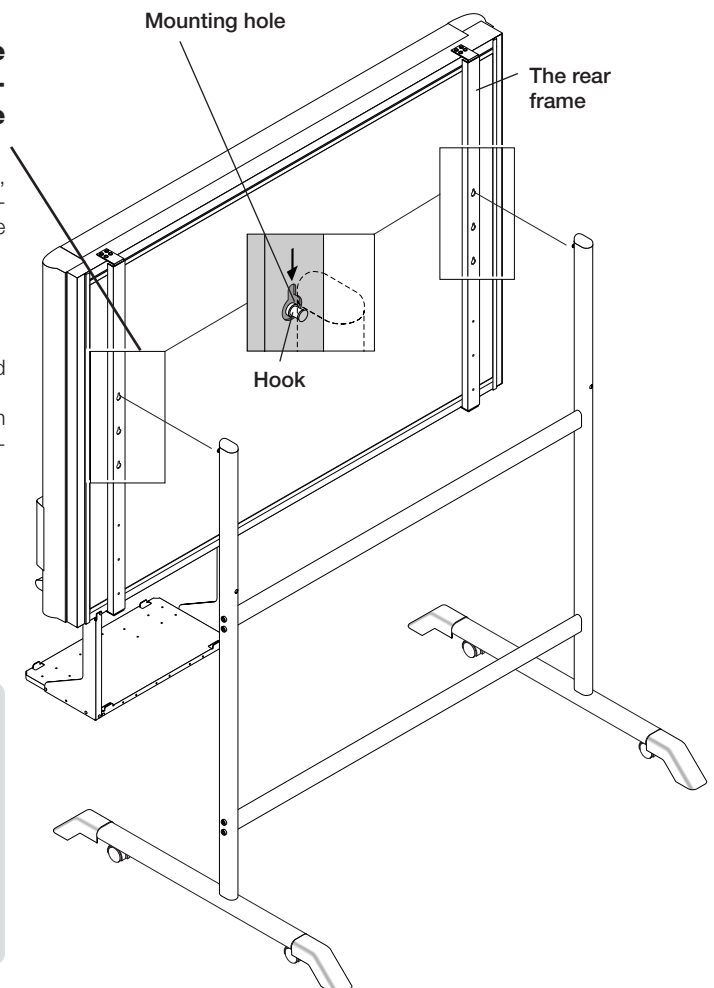
(5) Place the stand's hooks in the mounting holes in the support fittings and insert the grooves in the hooks securely.

There are 3 hole positions. By changing the position, the installation height can be changed among 3 levels in 100 mm units (1770, 1870, and 1970 mm (the maximum height)).

(6) Mount the printer table to the main unit.

See Page 10 for information about the assembly and installation of the printer table.

* Installation of the printer table is not required when the main unit is used only for USB memory storage.



CAUTION

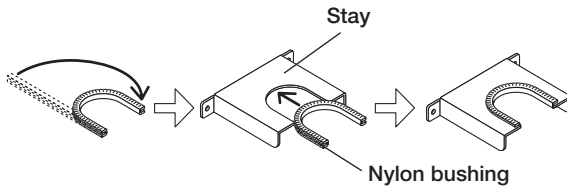
Please have 2 or more persons lift the main unit when installing it or making a height adjustment. If the unit is dropped or falls over, this could cause unforeseen injury.

Check that the hook is securely inserted into the installation hole. Insecure installation could result in the unit falling and causing bodily injury or damage to the unit.

4. ASSEMBLY OF THE STAND

(7) Install the stay to the printer table.

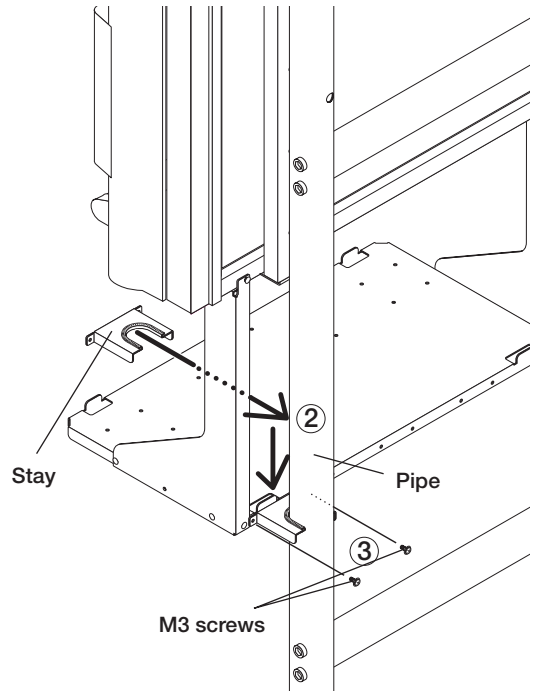
- ① Insert the nylon bushing into the stay.



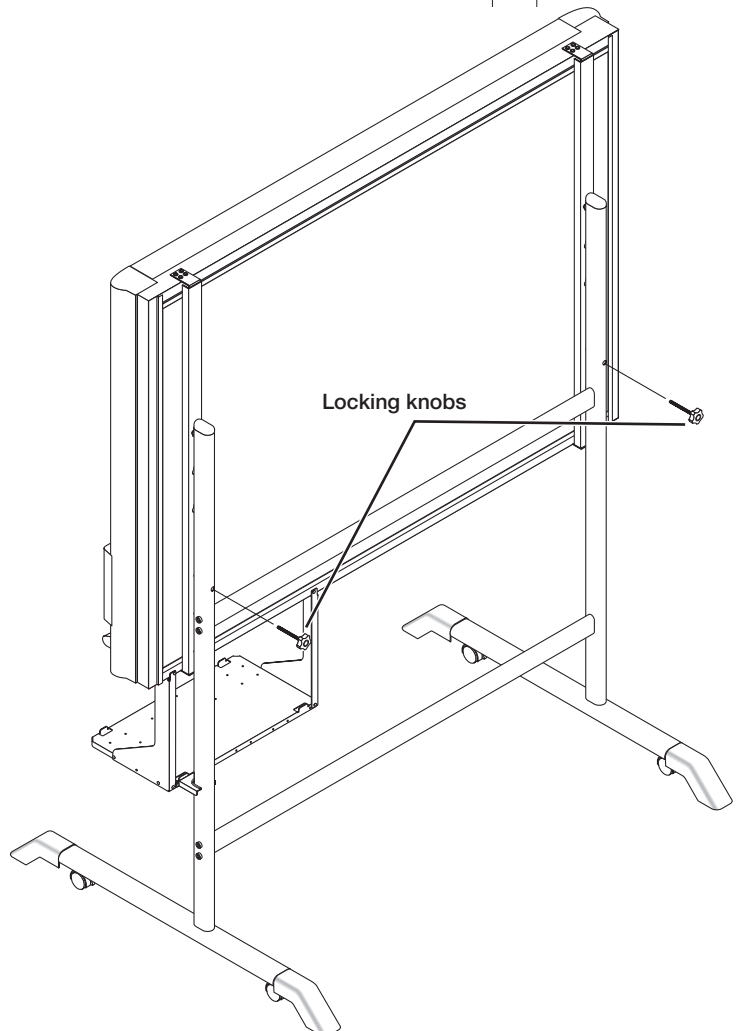
- ② Insert the stay into the pipe of the stand.
- ③ Mount the stay to the printer table using two M3 screws.

Notice

Check again that the grooves in the stand's hooks are securely inserted in the mounting holes in the support fittings.



(8) Lock the main unit and stand locking knobs.



5. WALL MOUNTING

(1) Determining the installation location

The diagram indicates the dimensions of the installation positions. The installation position is the same for both the standard type and the wide type.

The installation of the main unit to the wall is performed after the printer table is assembled and attached to the main unit. See Page 10.

• When the Wall Is Concrete

Embed the commercially available anchor bolts or anchor nuts for M6 at the installation positions. (See below)

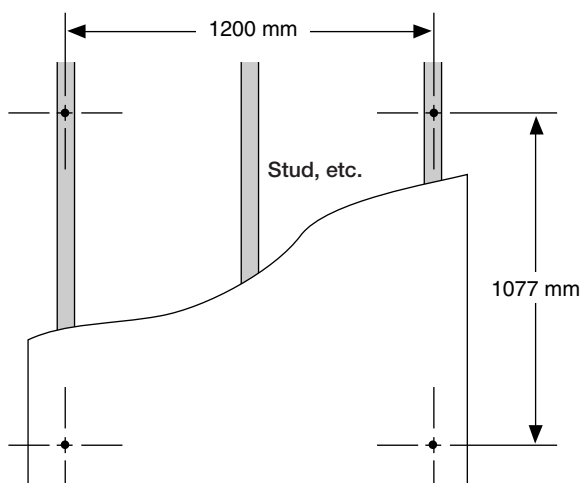
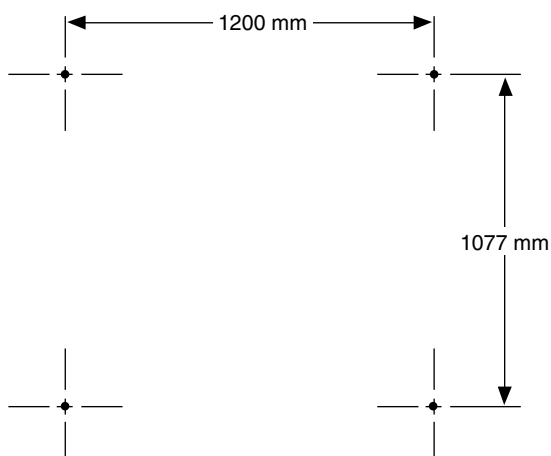
• When the Wall Structure Is Plywood or Plaster Board, etc.

Please check that a post or stud is located at the installation position indicated by the dimensions.

When a post is not located at the target installation position, please use a wall support fitting that is available separately. Attach a wall support fitting to the post or stud.

Note

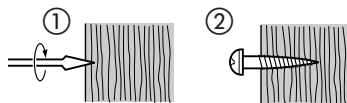
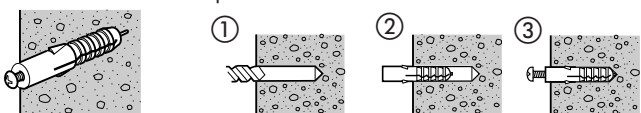
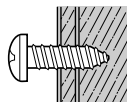
- When the building does not have posts, please use the stand.
- Separate optional items are available when the standard wall mounting is not possible, or when installation will be made to a partition.



Reference: Installation Method for Various Wall Materials

Please perform an installation that suits the wall material.

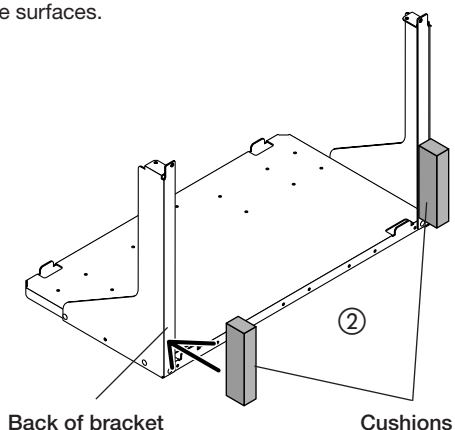
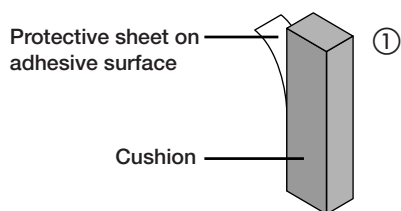
Please install the main unit to posts or studs when the wall surface is of insufficient strength.

Installation Wall Material	Installation Method
Wooden Walls	Wood screws ① Make a suitable hole with an auger and ② attach the Copyboard with wood screws. 
Concrete Walls	Anchors ① Make a base hole in the wall with a drill. ② Insert the anchor. ③ Fasten the main unit with screws. Please use a drill of the hole diameter specified for the anchor. 
Steel Walls	Phillips head tapping screws (Pan head) Check that the steel wall is reinforced and use a drill a hole of suitable diameter, then attach the main unit with tapping screws. 

5. WALL MOUNTING

(2) Stick the cushions on the printer table, then mount the printer table on the main unit.

- ① Peel off the protective sheets from the cushions' adhesive surfaces.
- ② Stick the cushions (2) on the back of the bracket.

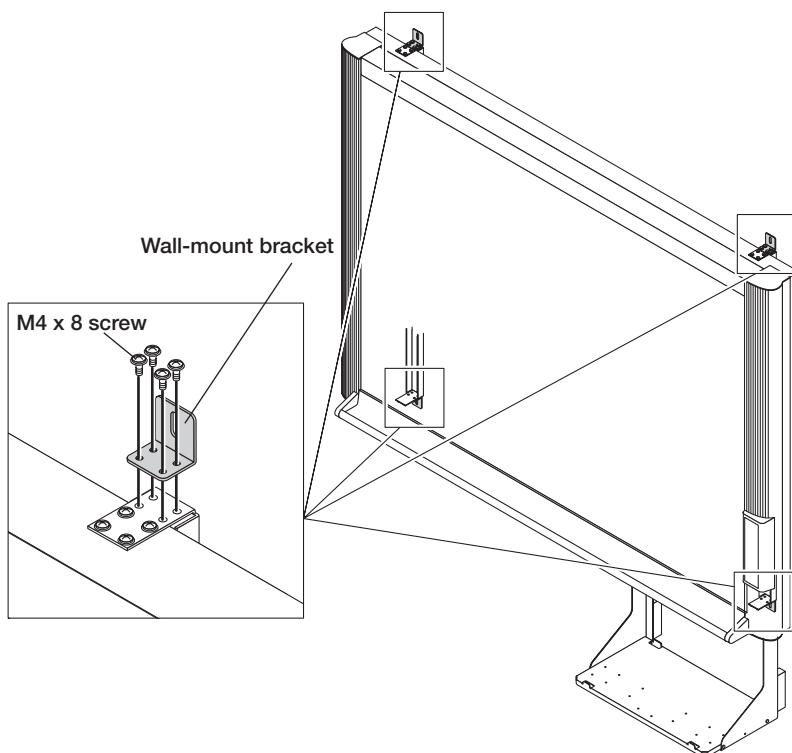


See page 10 for instructions on assembling and mounting the printer table.

When mounting the printer table after installing the main unit on a wall, see page 10.

* There is no need to mount the printer table when only storing data in the USB memory storage.

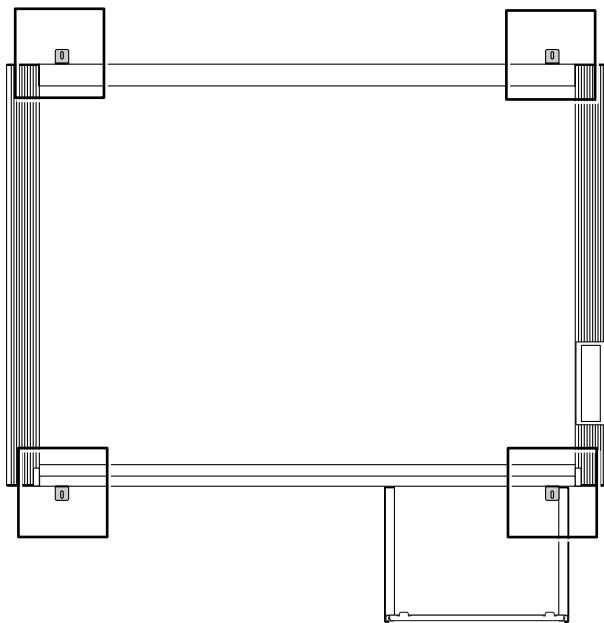
(3) Attach the 4 supplied wall-mount brackets to the main unit using M4×8 screws. Four screws for each bracket. (Total 16 screws.)



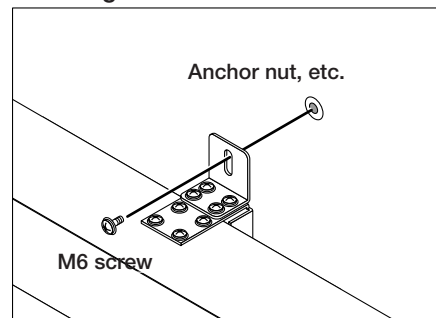
5. WALL MOUNTING

(4) Attaching and anchoring the main unit to a wall or wall support fitting.

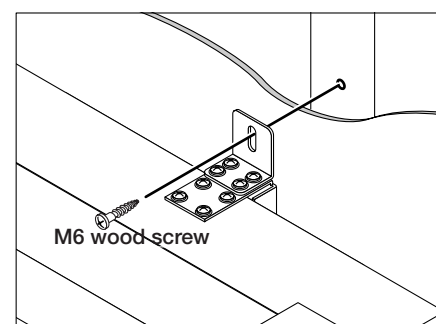
(The anchoring method will differ depending on the wall mounting method.)



Installing on a Concrete Wall

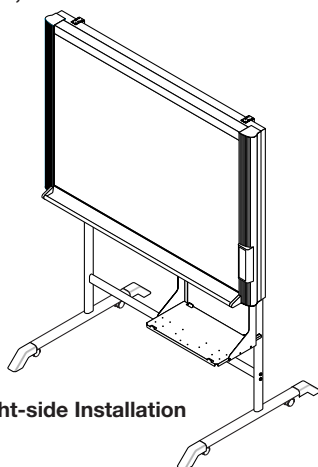


Mounting to a Post

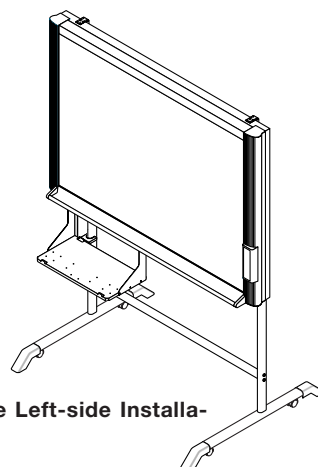


6. ASSEMBLY OF THE PRINTER TABLE

The printer table can be installed at either the left or right side. The installation method is the same. Determine whether to install the printer table on the left or right side in consideration of the position of the power outlet in the wall, etc.



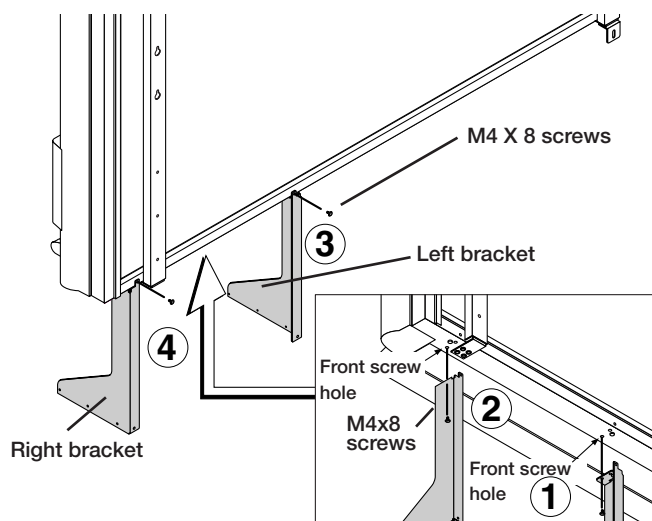
Printer Table Right-side Installation



Printer Table Left-side Installation

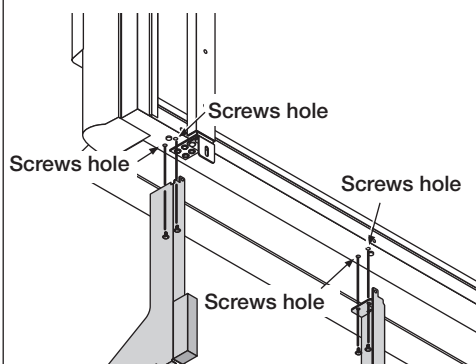
The method of assembling the printer table is the same for stand placement and for wall mounting. The assembly diagrams omit the stand.

(1) Temporarily fasten the right and left brackets to the main unit using four M4×8 screws in the order of Steps ① to ④.

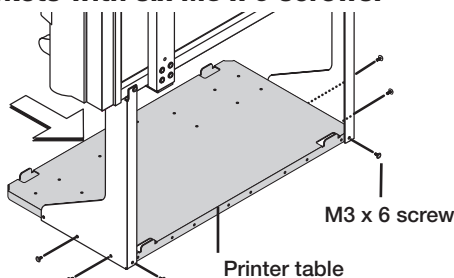


When mounting the printer table after installing the main unit on a wall

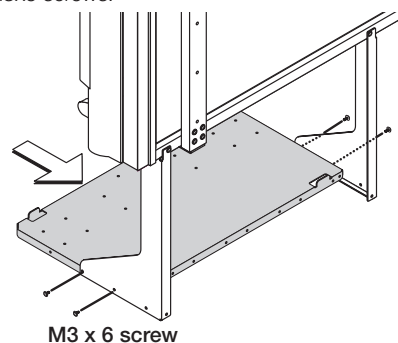
Use four M4×8 screws to temporarily fasten the left and right brackets to the four holes in the bottom of the main unit.



(2) Temporarily fasten the printer table to the brackets with six M3 x 6 screws.



If the printer touches the wall, move the printer table forward, then fasten it in place using four M3x6 screws.



* When installing using a stand, do not move the printer table forward and fasten it in place. Doing so could result in the printer table falling.

6. ASSEMBLY OF THE PRINTER TABLE

(3) Securely tighten the screws that were fastened temporarily.

(4) Secure the printer with the printer guides.

Mount the printer guides to prevent the printer from falling when the main unit is moved.

Two sets of printer guides and two sets of Velcro are included with the main unit.

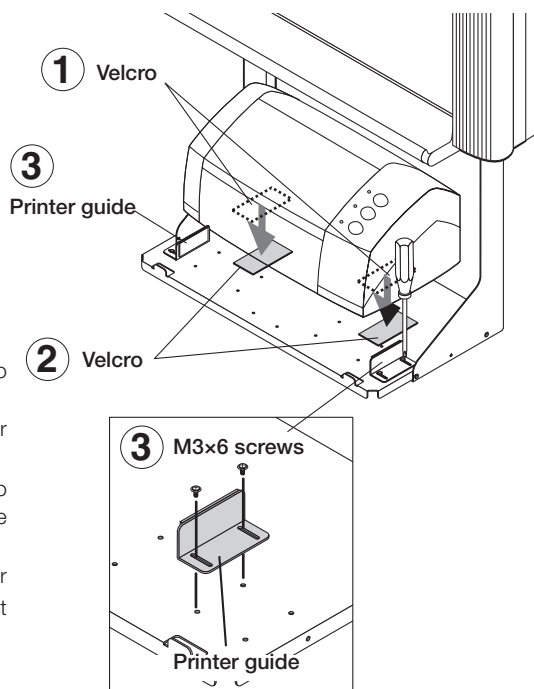
Check the size of the printer and whether or not the feeding tray can be set and determine the position in which the printer is to be set accordingly.

When securing the printer using just one set of printer guides, move it to the left or right side.

- ① Peel off the backing paper from the Velcro and attach the Velcro to the bottom of the printer.
Do not attach the Velcro to a sunken surface of the printer, or it will not stick to the Velcro on the printer table.
- ② Peel off the backing paper from the Velcro and attach the Velcro to the printer table. Attach the Velcro in a position matching the position of the Velcro attached to the printer.
- ③ Place the printer on the printer table, then fasten the printer guide using two M3x6 screws. Press the printer guide against the printer when tightening the screws.

*1. When the printer and the printer table are the same size, installation of the printer guides is not necessary.

*2. When installing using a stand, the position in which the printer is secured differs for the standard type (center) and wide type (towards the right).



This completes the assembly of the printer table.

* Appearance of printer is for illustration purposes.

7. CONNECTION TO THE SET

After connecting the main unit and printer, place the AC power adapters in the AC adapter box.

● Flow of connection operations

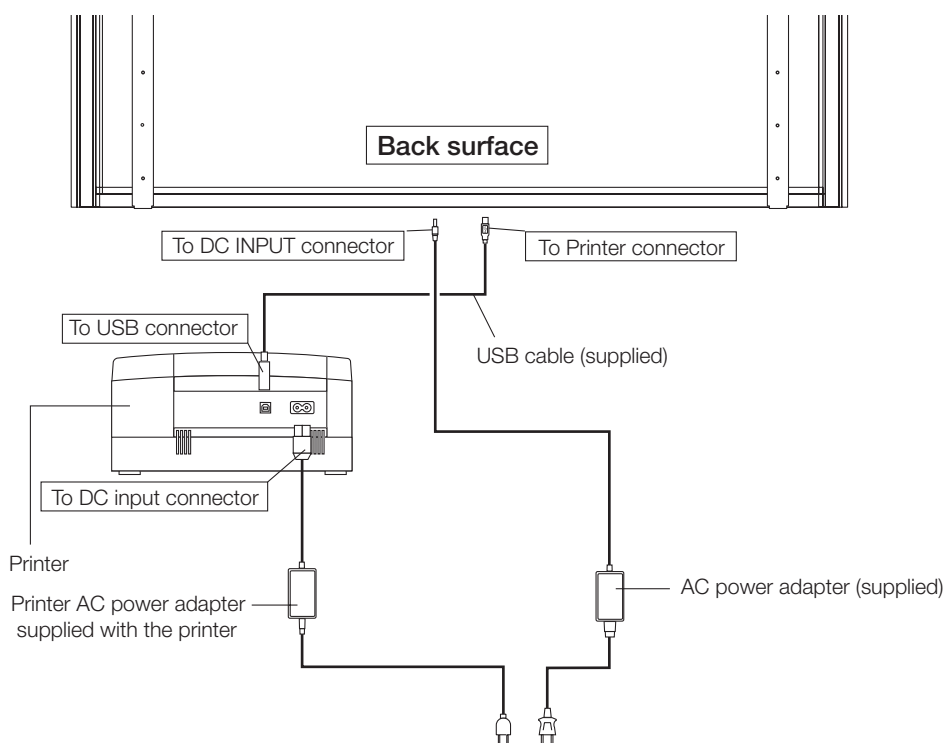
Step 1
Connecting the main unit
and printer

Step 2
Mounting the AC adapter box
to the printer table

Step 3
Wiring the cables in the
cable cover(s)

Step 1: Connecting the main unit and printer

Connect as shown on the diagram below. Do not yet connect the AC power plugs of the AC power adapters to wall power outlets.



Note

When an AC power adapter is used with a printer that has been verified to be operational, although the printer type may differ from that of the connection diagrams (e.g., a built-in type, or assembled type), the connections should be performed based on the same main points. (In accordance with the printer specifications)

* Appearance of printer is for illustration purposes.

7. CONNECTION TO THE SET

Step 2: Mounting the AC adapter box to the printer table

After placing the AC power adapters of the main unit and printer in the AC adapter box, mount the AC adapter box to the printer table.

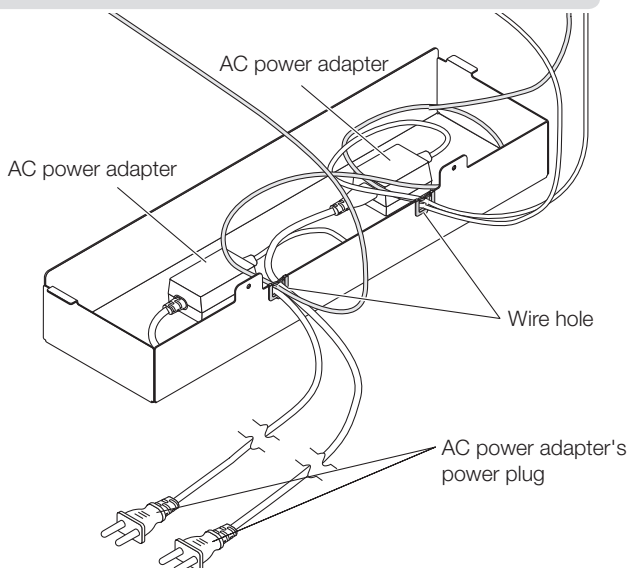


WARNING

- The AC power adapters and the power cords generate heat. Be sure to wire them in such a way that they keep apart. Do not bundle the cables together. Doing so could cause them to heat up, leading to fire.

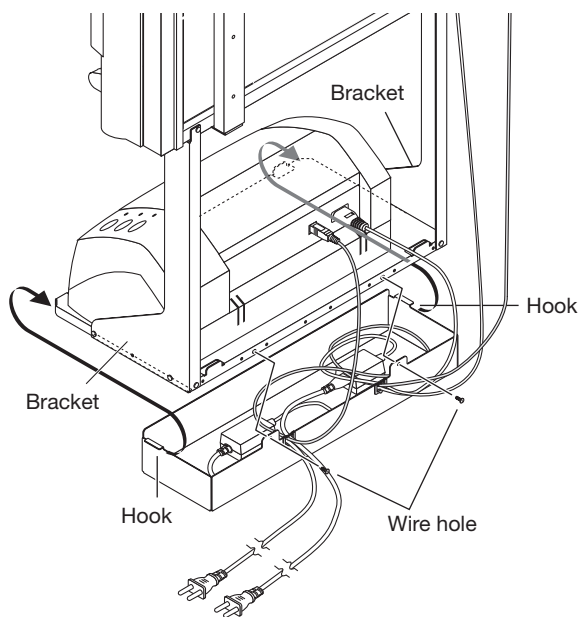
(1) Place the AC power adapters of the main unit and printer in the AC adapter box.

- Place the AC power adapter's DC and AC side cords in the AC adapter box's wire holes (push them in).
- The USB cable connecting the main unit and printer should not hang down. Place any extra cable inside the AC adapter box.



(2) Place the AC power adapters of the main unit and printer in the AC adapter box.

- ① Catch the hooks on the ends of the AC adapter box onto the bottom of the left and right brackets (the L-shaped part).
To catch the hooks, insert the AC adapter box from the front of the printer table and pull to the rear. This catches the left and right hooks.
- ② After adjusting the length of the AC power adapter's cords, fasten the AC power adapter to the printer table using the two masking screws.



WARNING

- Be sure the power cords and USB cable do not get caught when mounting the AC adapter box. Doing so could damage the cords, leading to fire or electric shock.

7. CONNECTION TO THE SET

Step 3: Wiring the cables in the cable cover(s)

The place of installation of the cable covers included with the main unit differs for the standard type and wide type. (Note that they cannot be attached to the stand.) Also, the cable cover included with the stand and designed specifically for the stand cannot be attached to the main unit.

Standard type: One cable cover specifically for the main unit

Wide type: Two cable covers specifically for the main unit

Stand: Two cable covers specifically for the stand (Standard type x 1, Wide type x 1)

Standard type: Use this for a 100V power cord

Wide type: Use this for a 200V power cord

(1) Attach the cable cover(s) according to the type you have purchased.

- ① Peel off the backing paper from the cable cover and attach the cable cover firmly to the bracket.

[When the main unit is installed on a wall]

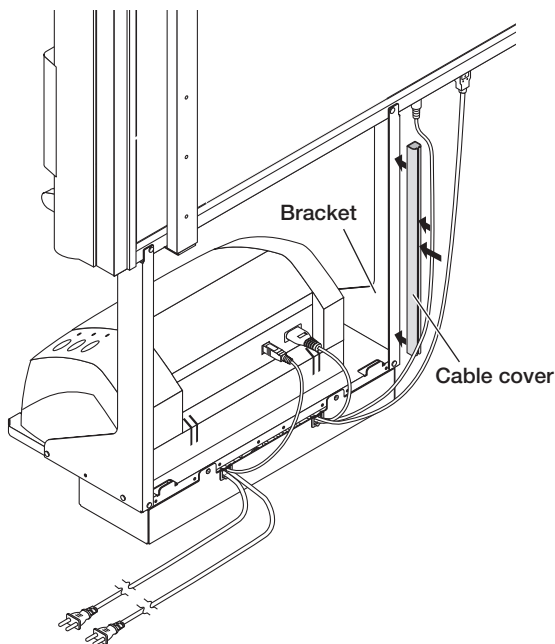
Attach the cable cover to the side of the bracket.

For the wide type, also attach one of the cable covers specifically for the main unit to the bottom of the main unit.

- ② Insert the cable/cord into the slit in the cable cover.
* If the cable/cord is too short or too long, remove the screws from the AC adapter box and adjust the length.

Notice

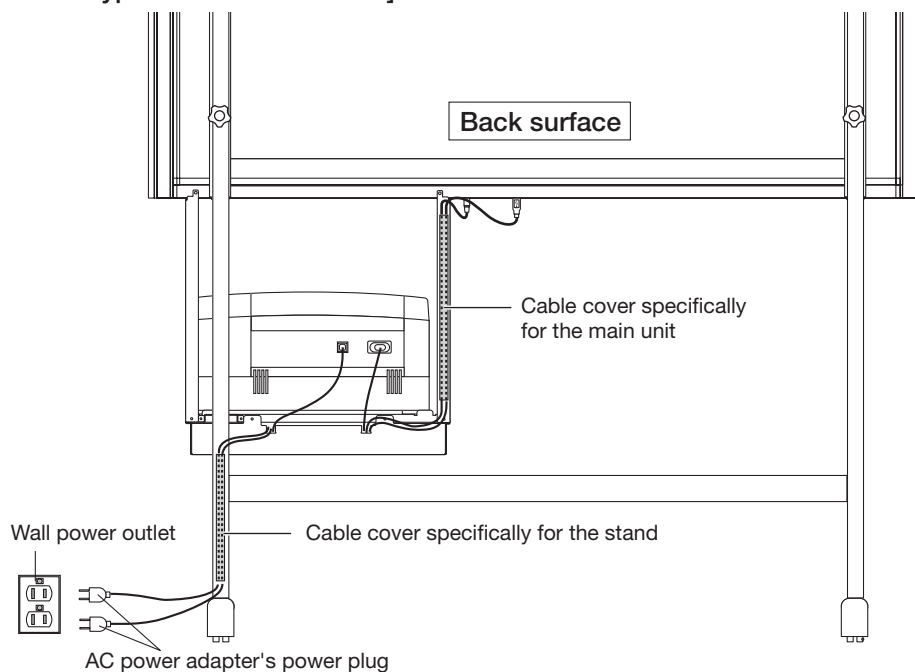
- The included cable covers use a powerful adhesive seal. The cable cover may be damaged or deformed if you try to remove it and attach it in a different position. Check the position of installation of the printer table before attaching the cable cover.



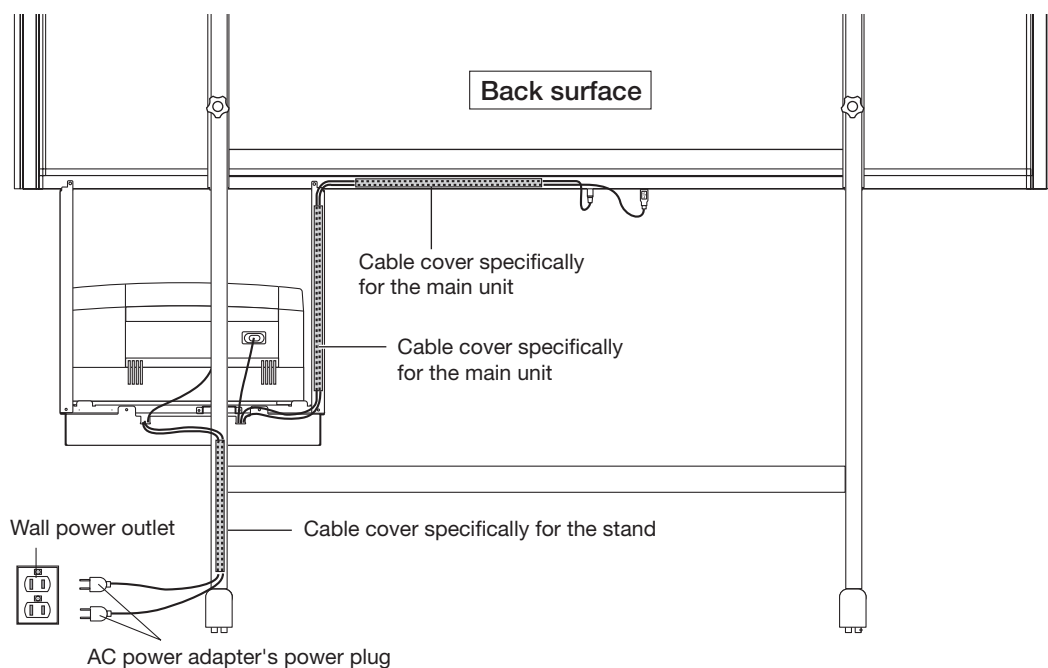
7. CONNECTION TO THE SET

● Example of connection cable wiring

[Standard type + stand installation]



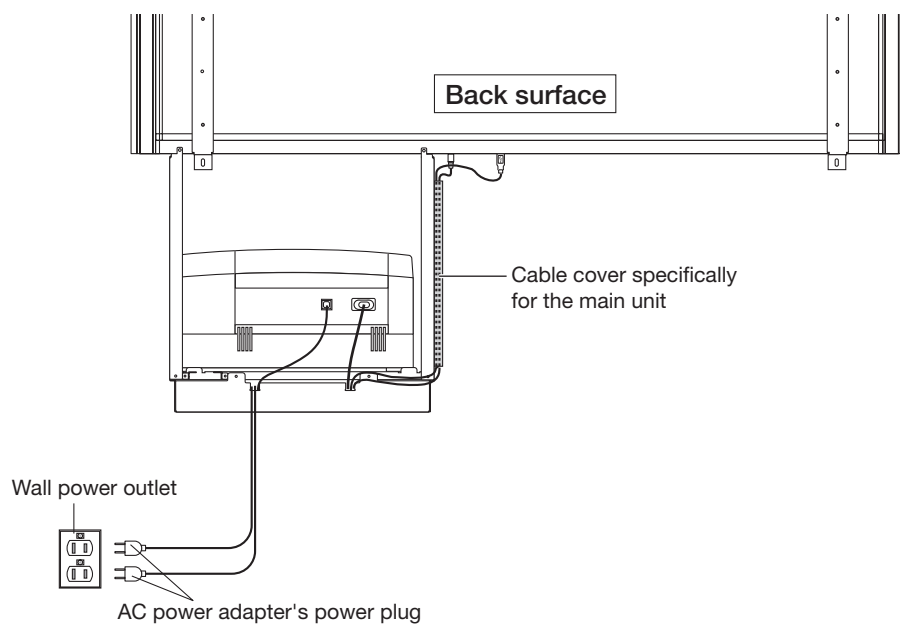
[Wide type + stand installation]



- Do not use the cable cover specifically for the main unit if mounted on the right as seen from the back of the printer table.

7. CONNECTION TO THE SET

[Standard type + wall installation]



8. TEST PRINT

Remove the printer cartridge installation seals and the protective sheet used for shipping before using the printer for the first time. Please see your printer manual for details.

- (1) Press the ON/Standby  button of the main unit and switch on the power.
- (2) Switch on the printer power.
- (3) Open the top cover and open the paper tray.
- (4) Install the print cartridge in the printer.
- (5) Set A4 or letter size paper.
- (6) Write or draw a diagram on the sheet surface.
- (7) Check that the number of copies indicated in the display window of the main unit is "01" and then press the Print  button. (On the C-12 Series, the display will indicate "PC" or "OP". Check this indication and press the Print button .)

The main unit will read a one-screen portion and when this operation stops, the printing operation begins.

Notice

Depending on the printer, the display indicators might flash after turning on the power and continue to flash until printing preparation is completed. If this occurs, refer to the printer manual and start the printing operation with the main unit after checking that printing preparation has been completed.

9. CHANGING THE HEIGHT OF THE UNIT

This is the height adjustment to the stand* at the time of setup. The height can be changed among 3 levels in 100 mm units (1770, 1870, and 1970 mm (the maximum height)).

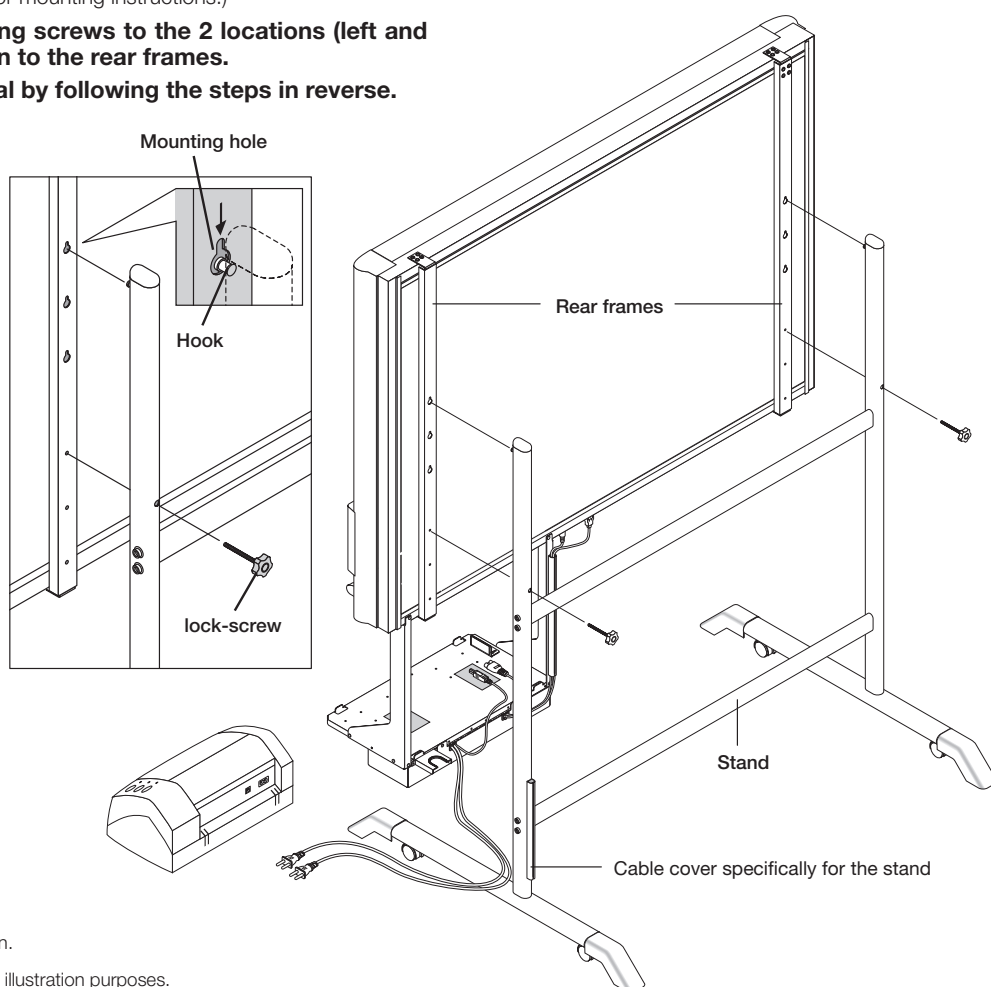


CAUTION

- Please have 2 or more persons lift the main unit when installing it or making a height adjustment. If the unit is dropped or falls over, this could cause unforeseen injury.
- When a printer is installed on the main unit, remove the printer before performing this procedure. Failure to do so could result in injury due to unexpected falling or tipping.
- Perform this procedure after unplugging the power plug from the wall power outlet and removing the power cord from the stand's cable cover. If not, the stand could tip over unexpectedly, resulting in injury.

Please lock the casters by pressing the lower portion of the lock buttons of them.

- (1) **Unplug the AC power adapter's power plug from the wall power outlet and remove the power cord from the stand's cable cover.**
- (2) **Remove the printer from the printer table.**
Disconnect the USB plug from the printer and the DC power plug, loosen the printer guide's fixing screws and remove the printer.
- (3) **Remove the two locking screws (located at the left and right sides).**
- (4) **Change the hole position of the main unit rear frame.**
The main unit will disengage from the hooks when it is lifted up about 1 cm.
Fully hook the (2 left and right) installation holes of the main unit rear frame onto the hooks of the stand.
If a stay (for preventing shaking) is mounted on the printer table, insert the stay in its original position.
(See (7) on page 5 for mounting instructions.)
- (5) **Attach the locking screws to the 2 locations (left and right) and tighten to the rear frames.**
- (6) **Return to original by following the steps in reverse.**



*The printer may be an option.

* Appearance of printer is for illustration purposes.

PLUS Corporation

ISO 9001 certification. ISO 14001 certification.