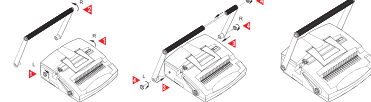


Instruction manual.
Thanks for your purchase, Please carefully read through,
this introduction before use and keep it for future reference.

Description of components

1. **Punching slot guide** : pushing forward for punching US pitch 21 holes, pushing backward for punching 4(3) holes and extra large paper.
2. **Page stopper** : by switching left for A4 (or right for letter) size format.
3. **Metal bin** : a guide pin for punching extra large paper.
4. **Waste bin** : collects waste paper chips
(WARNING! Be Sure to Clean Waste Bin Frequently. Overloaded Waste Chips Could Cause Punching Jam and Machine Damage.)
5. **Plastic comb opening lever** : open plastic comb by pulling the lever.
6. **US plastic comb guide** : determining the binding comb size for your document.
7. **Metal hooks** : open plastic comb by hooking the finger rings.
8. **Metal comb holding fingers** : to hold the plastic comb for opening.
9. **Paper edge guide** : left or right 2 steps adjustable punching depth.
10. **Extra large paper guide** : line guide for A3 and B4 format.
11. **Circulating punching lever** : removable and reassemble handle bar for both extra large and normal format papers.
12. **Paper holder** : will hold document to be punching.
13. **Punching slot (in the front side)** : for 4(3) round holes punching.
14. **Punching slot (in the back side)** : for US pitch 21 ring plastic comb.
15. **Screws** : for dividing the circulating punching lever.

1. Taking out from package box



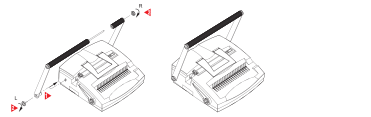
- Remove Left and Right screws from the base cabinet.
- Take out screw on the Right side of Punching handle.
- Install both sides levers onto the square shaft. (Levers should be as shown above.)
- Fix the Left and Right screws.
- Rise up paper holder. Ready for punching.

2. Extra size paper punching



- Remove Left screw from the base cabinet.
- Take out screw on the Right side of Punching handle.
- Remove Left side of the punching handle (C) from the base cabinet.
- Fix Left screw back to the base cabinet.
- Fix Right screw onto the removed handle bar.
- Ready for punching.

3. Install the removed handle back to "u" shape



- Install the lever onto the square shaft.
- Fix screws onto the handle lever (Left) and handle bar (Right).
- Ready for punching.



1.

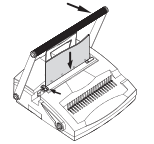
2.

Technical Data of CB-230:

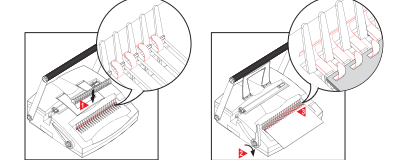
Model No.	CB-230
Operating method	Manual
Punching slots	US pitch + Round holes
Paper size	A4, letter and extra large up to 420mm width
Edge guide	Adjustable in two steps (2.5mm, 4.5mm)
Punching capacity	23 sheets (80gsm paper), 2 sheets PVC 0.20 mm
Binding comb size	6mm~51mm(500 sheets)
Loading of paper	Vertical
Paper guide line	Adjustable (A4, LTR, A3, B4)
Punching & Binding	Two handles device accept same time operation
Net weight	12.5Kg
Dimensions	440x480x430(BxDxH)

Ring binder 4(3) holes punching

1. Tap the paper stack on a flat surface and place it in the punching slot with all the pages aligned to the paper stopper on left.
2. Push down the punching lever with both hands.
3. Remove the punched pages.
Note: Machine cannot cut either 4-holes (for A4 paper) or 3-holes (for LTR paper).

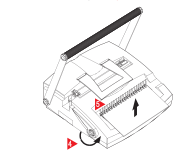


How to bind



- Figure-10
Inserting the plastic binding comb in the Metal Comb Holding Fingers with the side to be opened upwards.

- Figure-11
Pull the Plastic Comb Opening lever far enough forward so that the binding Comb is cleared widely.
Lay the paper over the comb fingers.



- Figure-12
To raise the binding comb, push the plastic comb opening lever downwards.
Remove the bound document.

8.

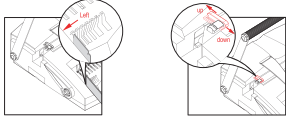
5.

The machine is designed for binding using plastic binding combs of 6~51 mm. From the following table you can read off the appropriate binding comb size for the number of sheets you are binding.
Caution : the paper standard is 80gsm!

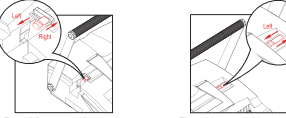
Binding comb dia.	6	8	10	12	14	16	20	22	25	28	32	38	44	50
Max. No. of sheets	25	45	65	95	125	145	175	210	240	270	310	375	440	500

General notes
You should initially carry out sample punching using waste paper. Remember that the maximum punching capacity is 23 sheets. This specification refers to 80-paper (corresponds to the thickness of commercial copying paper). Punch transparent film and cardboard backs individually.
A scale is drawn on the front plate, with which you can determine the thickness of the document to be bound (plastic comb guide). Therefore you can easily select the binding comb with the correct width.

Before punching and binding



- Figure-1 (Select plastic comb size)
Hold your document tightly straight, align Left and to get correct measurement of Document thickness and select proper Plastic comb.



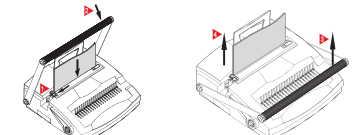
- Figure-2 (Select punching slot)
1. Move punch slot guide UP (red area part) for punching A4, LTR US pitch holes.
2. Move punch slot guide DOWN for punching extra large paper (A3 or B4...etc.)

- Figure-3 (page stopper)
1. Move the page stopper Right for punching LTR paper, align the LTR line.
2. Move the page stopper Left for punching A4 paper, align the A4 line.

3.

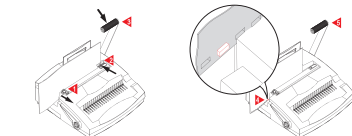
How to punch

Punch US pitch for A4 (21-holes) or LTR (19-holes) Paper Format



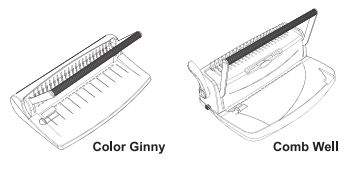
- Figure-5
Put the sheets into punching slot. Lift-align to the page stopper.
Press the circulating punching lever down strongly with both hands to punch the sheets.
(Note: max.23 sheet 80gsm paper or 2 sheets PVC cover)
- Figure-6
Lift up the circulating punching lever.
Take out the sheets.

Punch US pitch Extra Large Paper Format



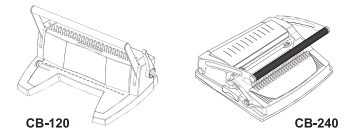
- Figure-7
Move the page stopper down.
Align the sheets to A3 or B4 line.
Press down the single handle lever.
- Figure-8
Reverse the punched sheets, insert the third right-hand punched hole to the extended metal bin (the Red area part), remove two holes at the right side of extended metal pin.
Press down the single handle lever.

4.



Color Ginny

Comb Well



CB-120

CB-240



CB-3000

9.

Punching depth adjustment

1. Set the Paper Edge Guide to the Left position (seen from the front) for documents with comb binding size 6mm to 12 mm. This setting corresponds to the standard setting.
2. Set the Paper Edge Guide to the Right position (seen from the front) for documents with comb binding size 14mm to 51 mm. The large punching depth prevents tearing of the bound document.

Binding comb size	6~12mm	14~51mm
Punching edge guide	2.5mm	4.5mm

This is how you punch and bind the sheets of your document

1. Select a sufficient size of plastic binding comb according to the paper amount (see plastic comb guide). (Ref. Figure-1).
2. Place the plastic binding comb into the Metal Comb Holding Fingers with the open side upwards.
3. The rings are opened by the metal hooks of the comb by pulling the binding back slowly forwards. Stop if the binding comb is opened far enough. The binding comb remains in the selected position.
4. Lift the Paper Holder upwards.
5. Put the sheets you want to punch left aligned to the page stopper and push them straight into the punching slot. The page stopper is manually adjustable to different formats. You can use the page stopper for 21 ring punching or for 4-hole punching by moving the punching slot guide forward or backward.
6. Press the circulating punching lever down strongly with both hands to punch the sheets of your document.
7. Place the punched sheets in the correct sequence into the opened binding comb.
8. Close the binding comb by pushing the plastic comb-opening lever back. You can then remove the bound document.

This is how you punch sheets Extra Large Paper Format

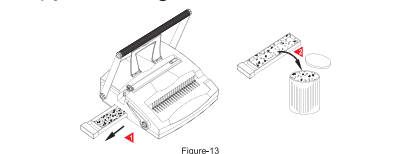
1. Loosen 2 screws on the side of the device.
2. Remove the longer part of the lever from the machine.
3. The punching lever can now only be operated with one hand.
4. Place the already punched page into the punching slot in such a way that you can press one of the holes over the metal pin at the lower end of the slot. This ensures that all holes have the same distance.
5. Now punch the remainder of the total punching width.
6. Screw the punching lever together again, when you have finished (refer to "quick tip ...")

This is how you exchange pages of your bound document

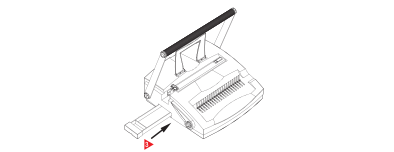
1. Place the plastic binding comb (document with writing forwards) into the metal comb holding fingers. Pull the plastic binding comb with the bound document between the metal comb holding fingers and lock it into the metal hooks.
2. Press the binding comb carefully backwards until the plastic binding comb opens slightly.
3. You can remove or exchange sheets, when the spiral fingers have opened by approx. 4-5 mm.
4. Then close the plastic binding comb by pushing the plastic comb-opening lever.

6.

Empty the waste bin



- Figure-13
Remove the waste bin completely.
Empty the waste chips entirely.



- Figure-14
Push the waste Bin back into the machine.
Warning! Overloaded waste chip in the bin might cause punching jam and machine damage.

Maintenance and care

1. You should regularly empty the waste bin.
2. Films or cardboard should be punched separately.
3. Use the device only for punching paper, cardboard and protective sheets.
Technical Data of CB-230.

7.