

Description of components

- ❶ **Plastic comb opening lever** : open plastic comb by pulling the lever.
- ❷ **Waste bin** : collects waste paper chips.
(WARNING!! Be Sure to Clean Waste Bin Frequently. Overloaded Waste Chips Could Cause Punching Jam and Machine Damage.)
- ❸ **Metal comb holding fingers** : to hold the plastic comb for opening.
- ❹ **Metal hooks** : open plastic comb by hooking the finger rings.
- ❺ **Back paper stopper** : make the right side align the reticle when you punch 32/34 holes.
- ❻ **Front paper stopper** : make the right side align the reticle when you punch 19/21 holes.
- ❼ **Wire comb measuring guide** : measure the wire comb size.
- ❽ **Punching slot (3:1)** : for 32/34 holes punching.
- ❾ **Punching slot (US pitch)** : for 19/21 holes punching.
- ❿ **Plastic comb guide** : determining the plastic comb size for your document..
- ⓫ **Paper holder** : well hold document to be punching.
- ⓬ **Paper edge guide** : left or right 2 steps adjustable punching depth.
- ⓭ **Slot**: for wire comb closing.
- ⓮ **Adjuster** : adjusting for wire comb diameter.
- ⓯ **Dust cover** : prevent the dust falling into the machine.
- ⓰ **Sheet measuring guide**: determining the wire comb size for your document.
- ⓱ **Press sheet** : holding the wire comb.
- ⓲ **Wire comb closing handle** : for closing the wire comb.

General notes

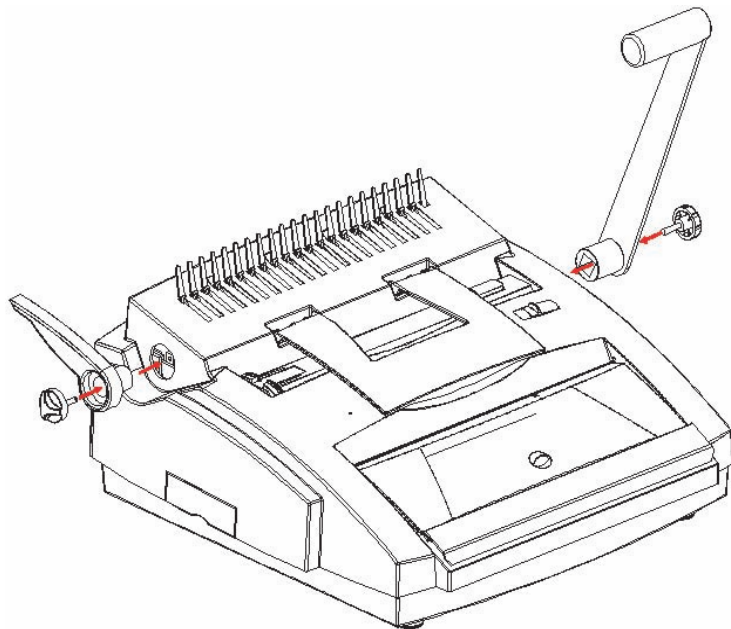
This punching machine has a dual punching system with 19/21 holes punching for plastic comb and 32/34 holes punching for wire comb. Please choose the right slot to punch your documents depending on the type of binding comb.

You should initially carry out sample punching using waste paper. Remember that the maximum punching capacity is **20** sheets for punching 19/21 holes and **15** sheets for punching 32/34 holes. This specification refers to 80-g-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. Therefore you can easily select the binding comb with the correct width.

Before punching and binding

1. Take out the machine from the package carton, screw off the left and right screw.
2. Install the **plastic comb handle** lever onto the square shaft (angle should be as shown blow). Fix the left screw.
3. Install the **handle** onto the square shaft (angle should be as shown blow). Fix the right screw.



Empty waste bin

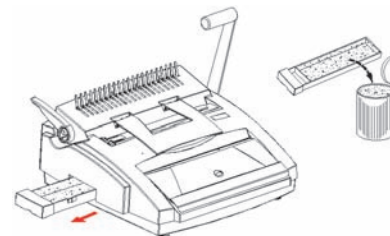


Figure-15

1. After punching many times, you must check the waste bin.
2. Remove the **waste bin** completely.
3. Empty the waste chips entirely.

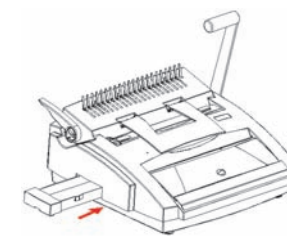


Figure-16

4. 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.
4. Dual punching system is available at any time if the user performs an action. Please note, that only one tray is loaded with paper at a time.

Technical Data:

Punching capacity	Punch 32/34 holes----- 20 sheets (80gsm paper)
	Punch 19/21 holes----- 15 sheets (80gsm paper) 2 sheets (0.2 mm PVC cover)
Binding capacity	Wire comb size: min 5mm/max 28mm(320 sheets)
	Plastic comb size: min 6mm/max 51mm(500sheets)
Paper format	A4, letter, cover, 12"
Punching & Binding	Two handles device accept same time operation
Loading of paper	Vertical
Paper size guide	Multiple (A4, LTR, cover, 12")
Edge guide	Wire comb: 2.5mm
	Plastic comb: adjustable in two steps (2.5mm/4.5mm)
Net weight	14Kg
Dimensions	460 × 450 × 230 (B × D × H)

How to bind

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 80g/m2.

Binding comb dia. mm	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

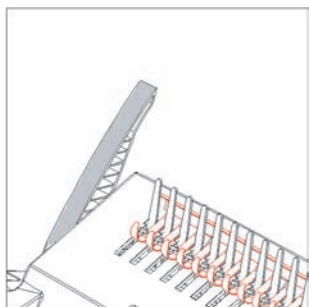


Figure-13

- ▶ Insert the plastic binding comb in the **metal comb** holder with the side to be opened upward.
- ▶ Pull the **plastic comb opening lever** far enough forward so that the binding comb is opened widely.

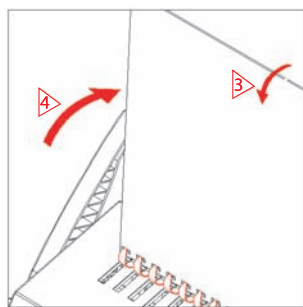


Figure-14

- ▶ Lay the paper over the comb fingers.
- ▶ To close the binding comb, push the **plastic comb-opening lever** to original position.
- ▶ Remove the bound document.

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**.

How to punch

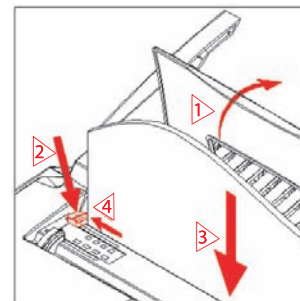


Figure-1

- ▶ Lift the **paper holder** up.
- ▶ Move the **back paper stopper** left or right according the paper format.

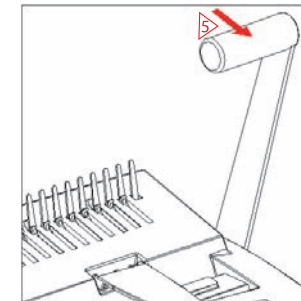


Figure-2

- ▶ Insert the document into punching slot for 32/34 holes.
- ▶ Align the document to the back paper stopper left side.
- ▶ Push down the handle to finish the punching.

How to binding

The machine is designed for binding using wire combs of 5~28 mm. From the following table you can read off the appropriate wire comb size for the number of sheets you are binding.

Caution: the paper standard is 80g/m2.

Binding comb dia. mm	5	6	8	10	11	12	14	16	19	22	25	28
Max. No. of sheets	30	45	85	100	115	135	155	185	215	245	275	320

Preparation for wire comb binding

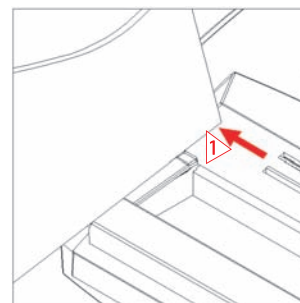


Figure-3

- ▶ Measuring the document thick, so you can decide the wire comb size.

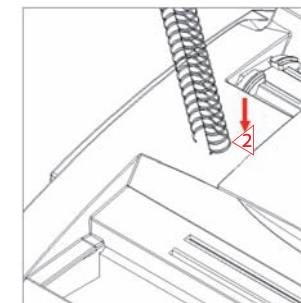


Figure-4

- ▶ Avoid taking wrong wire comb; you can measure the wire comb size as shown figure-4.

Now you can bind the document

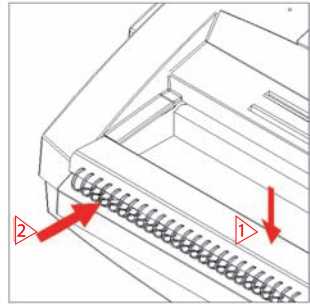


Figure-5

- ▶ Press down the **press sheet** as shown figure-5.
- ▶ Put the wire comb under the **press sheet** as shown figure-5.

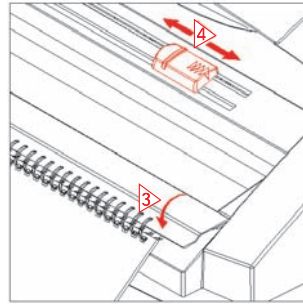


Figure-6

- ▶ Place the punched document stack onto the wire comb.
- ▶ Move the **adjuster** left or right for the chosen wire comb as shown figure-6.

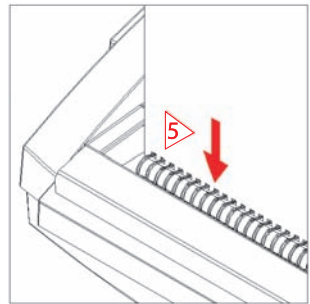


Figure-7

- ▶ Take out the wire comb with the document, put it into the slot for closing wire comb as shown figure-7.

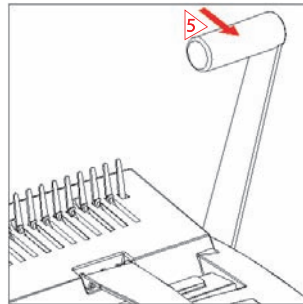


Figure-8

- ▶ Push down the **handle** to close the wire comb as shown figure-8.

19/21 holes punching and binding

Preparation before punching and binding

1. Measure the document thick, so you can decide to choose what size plastic comb as shown figure-9.
2. According to the size of plastic comb, you can move the **paper edge guide** left or right to set the punching depth as shown figure-10.

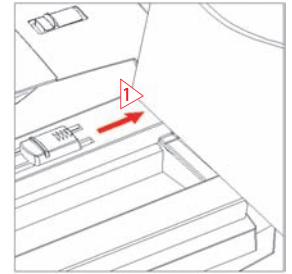


Figure-9

Punching depth adjustment

1. Set the **paper edge guide** to the **left** position (seen from the front) for documents with binding combs of up 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 binding combs of more than 12 mm. The large punching depth prevents tearing of the bound document.

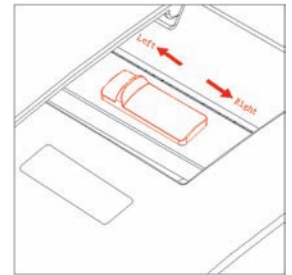


Figure-10

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

How to punch

- ▶ Lift the **paper holder** up.
- ▶ Move the **front paper stopper** left or right according to the paper format.
- ▶ Insert the document into the **punching slot** for 19/21 holes as shown figure-11.
- ▶ Align the document to the **front paper stopper** left side as shown figure-11.
- ▶ Push down the **handle** to finish the punching as shown figure-12. Remove the punched document.

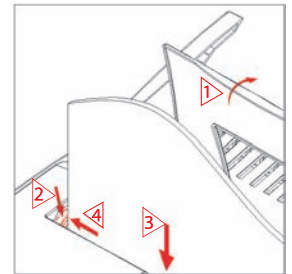


Figure-11

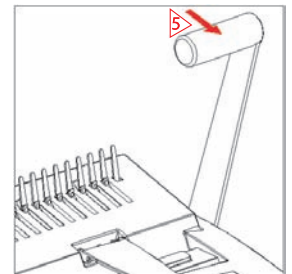


Figure-12