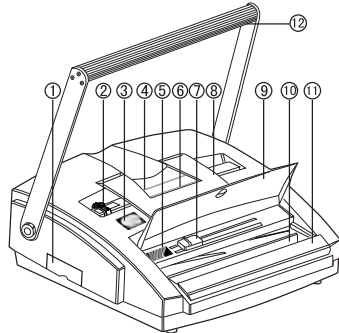


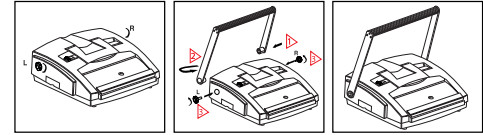
Instruction manual.
Thanks for your purchase. Please carefully read through this introduction before use and keep it for future reference.



Description of components

- ❶ **Waste bin:** collects waste paper chips.
WARNING!! Be Sure to Clean Waste Bin Frequently. Overloaded Waste Chips Could Cause Punching Jam and Machine Damage.
- ❷ **Paper stopper:** by switching left or right for A4 or letter size format.
- ❸ **Wire measuring guide:** for determining binding wire size.
- ❹ **Punching slot for wire 3:1:** punching tray for wire 3:1.
- ❺ **Sheet measuring guide:** determining the wire size for your document.
- ❻ **Punching slot for wire 2:1:** punching tray for wire 2:1.
- ❼ **Adjuster:** adjusting for wire diameter.
- ❽ **Paper holder:** well hold to be punched document.
- ❾ **Dust cover:** Prevent the dust falling into the machine.
- ❿ **Slot:** for wire closing.
- ⓫ **Press sheet:** holding the wire.
- ⓬ **Handle:** for punching the document and closing the wire.

Preparation before using



- Remove **Left** and **Right** screws from the base cabinet.
- Install the **handle** onto the square shaft (angle should be as shown above).
- Fix **Left** and **Right** screws.
- Rise up **paper holder** ❸ Ready for punching.

WIRE BINDING MACHINE OF WR-200

General notes

You should initially carry out sample punching using waste paper. Remember that the maximum punching capacity is 20 sheets. 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 wire with the correct

Before punching and binding



Figure-1

Holds your document tightly straight, Align **Left** end to get correct measurement of document thickness and select proper wire.



Figure-2

Avoid taking wrong wire; you can measure the wire size

1.

2.



Figure-3

The machine has a dual punching system with 3:1 punching for wire and 2:1 punching for wire. The different marks of the punched holes facilitate the orientation.

How to Punch

1. Lift the **paper holder** up.
2. Move the **paper stopper** left or right according to the paper format
3. Insert the document into **punching slot** for 3/2/4 holes.
4. Align the document to the **paper stopper** left side.
5. Push down the **handle** to finish the documents' punching.



Figure-4

How to bind

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

Caution: the paper standard is 80g/m².

Binding wire 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

3.

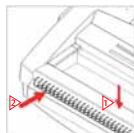


Figure-5

1. Press down the **press sheet**.
2. Put the wire under the **press sheet** as shown figure-5.



Figure-7

4. Move the **adjuster** left or right for the chosen wire.

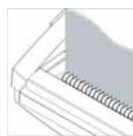


Figure-8

5. Take out the wire with the document, put it into the **slot** for closing wire.



Figure-6

3. Place the punched document stack onto the wire.



Figure-9

6. Push down the **handle** to close the wire.

Empty waste bin

1. Remove the **waste bin** completely after punching many times.
2. Empty the waste chips entirely.



Figure-10

4.

3. Push the waste bin back into the machine. .
Warning! Overloaded waste chip in the bin might cause punching jam and machine damage.



Figure-11

Maintenance and care

1. You must empty the waste bin, when you punch many times.
2. Please only punch films or cardboard individually.
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.



Figure-12

Warning! Please don't open the dust cover when you are punching the documents, And not put your hands into the machine as shown figure-12 when you are binding.

Technical Data of WR-200

Capacity punching	20 sheets (80gsm paper)
	2 sheets (0.2 mm PVC cover)
Punching capacity	Binding wire size: min 5mm/max 28mm(320 sheets)
Paper format	A4, letter
Punching & Binding	Single handle for punching and binding
Loading of paper	Vertical
Paper size guide	Multiple (A4, Letter)
Edge guide	Fixed
Net weight	13.8Kg
Dimensions	475 × 440 × 170 (B × D × H)

5.