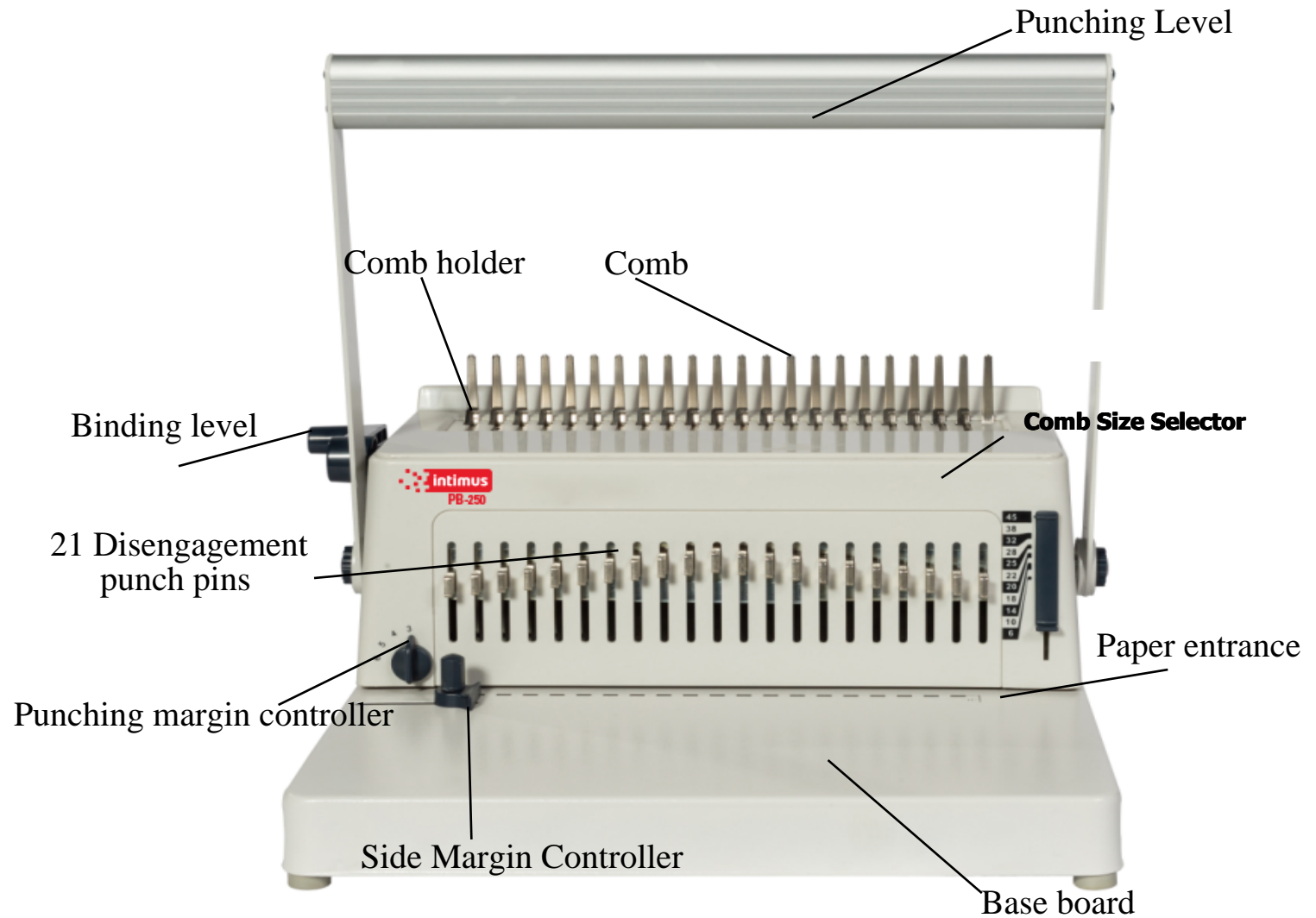


Comb Binding Machine

GB





CAPABILITIES

Technical Data

Width	: 300mm
Punching Thickness	: 25 sheets
Punch PVC Cover	: 2 Sheets
Punch PP Cover	: 1 Sheet
Machine Dimension	: 49.7x28.8x44.1CM
Weight	: 11Kgs
Binding Thickness	: 500sheets
Pitch	: 14.25mm
Disengagement Punch Pins:	21

IMPORTANT SAFETY INSTRUCTIONS-KEEP FOR FUTURE USE



Please read before use and keep for future

When punching;

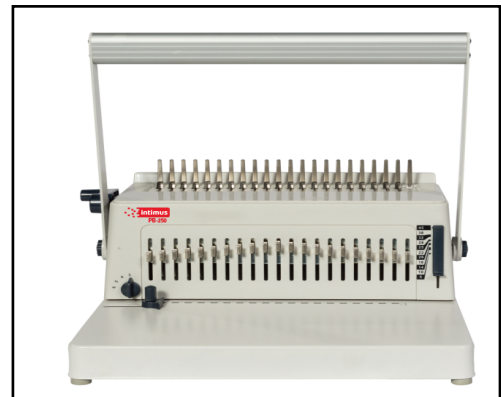
- always ensure the machine is on a stable surface
- test punch scrap sheets and set the machine before punching final documents
- remove staples and other metal articles prior to punching
- never exceed the machines quoted performance

Keep the machine away from heat and water sources.

Never attempt to open or otherwise repair the machine.

SET UP

1.Ensure the machine is on a stable surface.



2.Check the waste tray is empty and correctly fitted.



SET UP

3.Ensure the comb opening lever is pushed backwards.

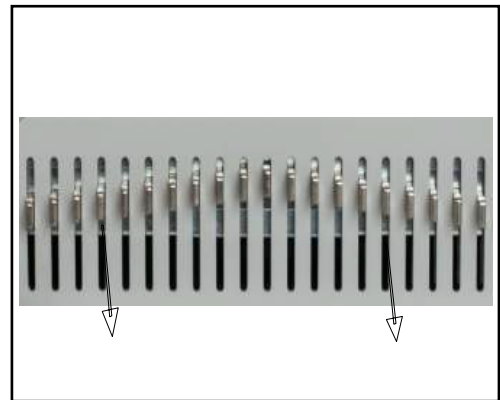


BEFORE YOU BIND

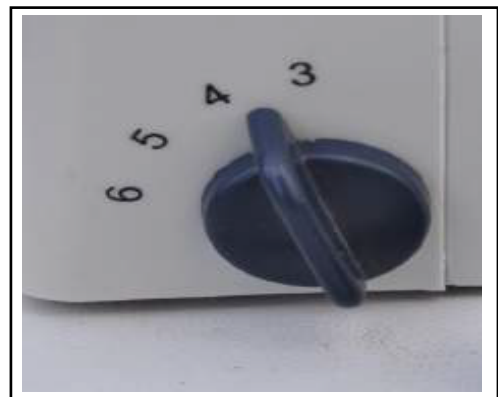
1.Select the correct punch profile for the sheet size
select releasable dies as appropriate



2.To cancel a punch, pull the pin forward.



3.Select the correct back margin
depth for the number of sheets



BEFORE YOU BIND

4. Test punch scrap sheets to check edge guide setting. after according to your file's size to select the paper position. then insert files and push the handle down and then release it to it's original place



5. Place the plastic rings to the back of comb opening upwards. push the binding handle frontwards to open the plastic rings



6. Load punched sheets directly onto the open comb



7. When all punched sheets are loaded onto the comb, push the comb level backwards to close the comb and remove the bound documents.



REMOVAL OF WASTE CLIPPINGS

The waste tray is located under the machine and is accessed from the front side. For best results empty the tray regularly.

TROUBLESHOOTING

Problem	Cause	Solution
Punched holes are not central	Edge guide not set	Adjust edge guide until hole pattern is correct
Machine will not punch	Blockage	Check waste tray is empty. Check for blockage
Punch holes are not parallel to edge	Debris is stuck below dies	Take stiff cardboard and slide into the paper entry. Move the cardboard sideways to release any stray clippings into the waste tray
Partial holes	Sheets not correctly aligned to punch pattern	Adjust edge guide and test punch scrap sheets until correct
Damaged hole edges	Possibly overloading the machine	Punch plastic covers with paper sheets. Reduce number of sheets being punched