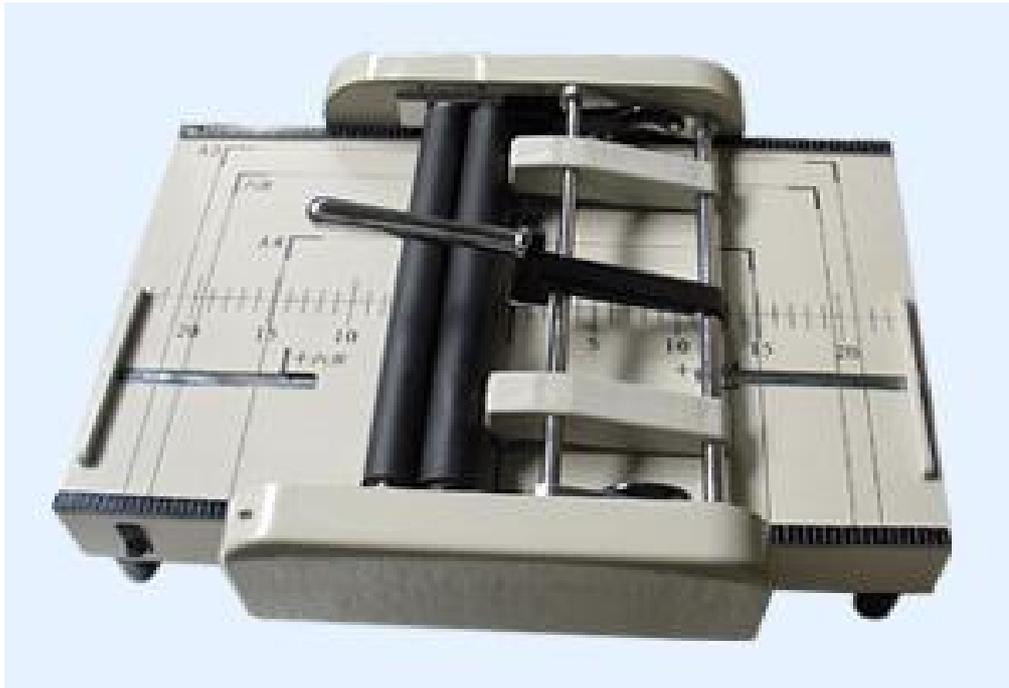


BOOK FOLDING MACHINE



OPERATION INSTRUCTION

OFFICE EQUIPMENTS CO.,LTD

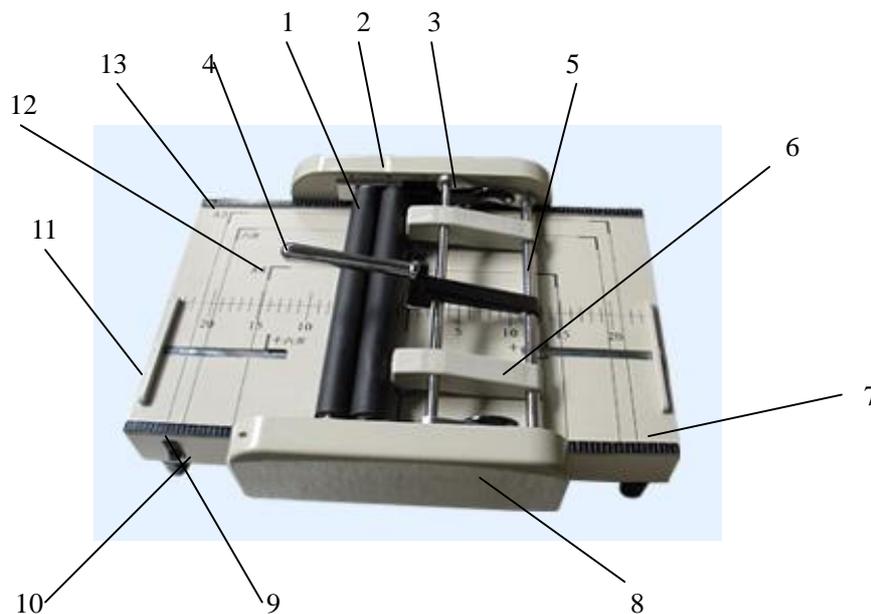
1. Product introduction

This booking binding and folding machine, is one product of advanced designed, excellent craftwork, first-rank quality. It gathers the book binding, book folding , and book madding. It is the ideal selection for the office working for its cabinet exterior and also its using is very easy.

2. Safety instruction

- a) Use the power which is suitable to the machine
- b) Use the standard paper and staple.
- c) Please pull the handle clockwise immediately when folding book, or else, the gear wheel might be broken down.
- d) Do not put your hands under the stapler when binding book, or else, your hands might be hurt.
- e) Do not touch the roller of paper folding when the machine is working, or else, your hands might be beared in it.

3. Parts



1. roller of paper folding
3. accessory knighthhead
5. dominical knighthhead

2. back cover
4. handle
6. stapler

- | | |
|-------------------------|--------------------|
| 7. anterior ruler | 8 . anterior cover |
| 9.switch | 10. rubber feet |
| 11. warding paper plate | 12. panel |
| 13.back ruler | |

4. Operation process

1). Preparation before operation

- a. Install the handle.
- b. Install the staple
- c. Inspect every parts in the machine if they work flexibly.

2). Operation process

- a. Select the base of binding. (use the anterior ruler or the back ruler as the base according to the panel instruction).
- b. Select the stapler position according to the paper size.
- c. Fix the paper position by moving the warding paper plate. (one side of paper should be leaned tightly, and other two sides should be leaned the warding paper plate.)
- d. Take hold of the handle and press it, and the book is binded over.
- e. Take hold of the handle by right hand and pull it in clockwise , the gear wheel is folded, and then the book folding is finished.
- f. After operating, please replace the machine every parts, and clear the machine.

5. Maintenance

- a. Please clear the machine after your everyday work.
- b. Please immit some lubricant in some moving parts every quarter, such as the chain wheel, the running axis, that can ensure the machine working smoothly.

Specification

Paper size	Max. 297mm×420mm Min. 197mm×273mm
Max. binding capacity	20 pages (80g/page)
Max. folding capacity	14 page (80g/page) or 56 pages of small volume
Voltage	AC220V 0.5A 50Hz
Power	40W
Exterior size	L500mm×W395mm×H220mm
Weight	13kg