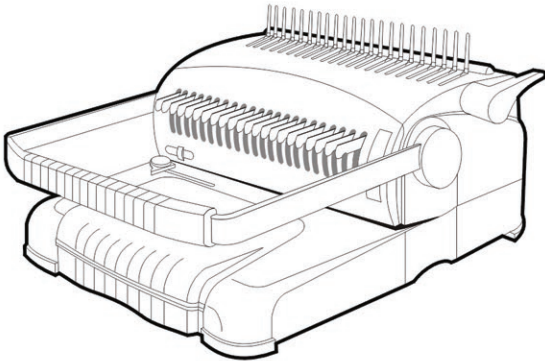


INSTRUCTION MANUAL

HEAVY-DUTY PLASTIC COMB BINDING

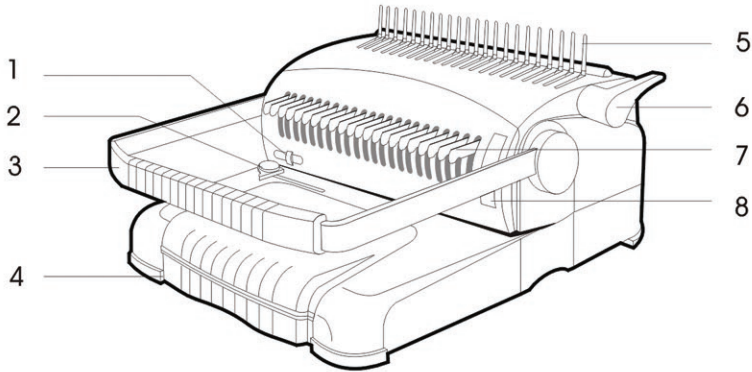
Model: S100



IMPORTANT

Please read and save these instruction

FEATURE



1. Margin Depth Adjuster
2. Paper Stop Guide
3. Punching Handle
4. Wastepaper Tray
5. Comb Binding Mechanism
6. Binding Handle
7. Adjustable Push-pull Pin
8. Ring Selection Guide

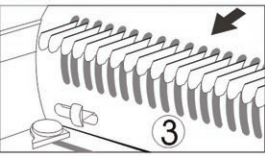
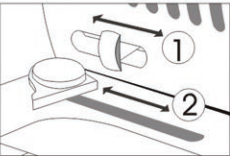
Binding Length	A4(21rings) A4(20rings)A5(14rings) B5(15rings) Letter 8.5”(15rings)
Binding Capacity	From 6mm(1/4”)to 51mm(2”)
Document Thickness Gauge	Included
Punching capacity	Up to 20 sheets one time
Margin Depth Adjustment	Included
Adjustment Push-pull Pin	Included (21 pins release)
Wastepaper Tray	Included
Overall Dimension	440X400X220mm
Net Weight	9.5kgs
Gross Weight	10.0kgs
Volume (carton)	0.139cbm
Warranty	12 months

UNPACKING AND ASSEMBLY

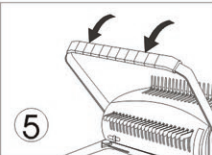
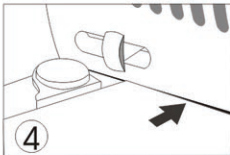
1. Remove the machine from the box and package.
2. Place the machine on top of study-working table, make sure use a secure and stable table in order to prevent the machine from falling.

OPERATING INSTRUCTION

1. Adjust the Margin Depth Adjuster to set the desired margin size as per the thickness of the paper.
2. Set the Paper Stop Guide to the appropriate paper size setting by gently sliding it to the left or right. Fasten the screw after get the right paper size.
3. Pull out the Adjustable Push-pull Pins to meet the corresponding holes as per the paper size.



4. Place papers flat on base of machine aligning it against the Paper Stop and sliding it horizontally into the punching slot.
5. While holding the papers into place, slowly pull the Punching Handle down to punch the papers.

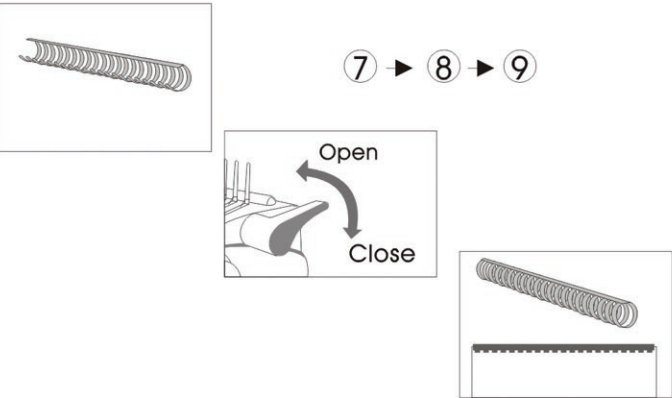


6. Push handle upward back into its initial position and remove the punched papers.
7. Select the appropriate size of the plastic ring as per the papers thickness by Ring Selection Guide and put it onto prongs of Binding Mechanism with opening on top (see binding capacity chart).



Ring size	6mm(1/4”)	8mm(5/16”)	10mm(3/8”)	11mm(7/16”)	12mm(1/2”)
Sheets(70-80g)	25	45	65	80	95
Ring size	14mm(6/16”)	16mm(5/8”)	19mm(3/4”)	22mm(7/8”)	25mm(1”)
Sheets(70-80g)	125	145	180	210	240
Ring size	28mm(1 1/8”)	32mm(1 1/4”)	38mm(1 1/2”)	45mm(1 3/4”)	51mm(2”)
Sheets(70-80g)	270	310	375	440	500

8. Remove the Binding Handle to open the rings properly.
9. Carefully insert punched papers onto the comb rings and then close the comb by remove the Binding Handle and finish binding.



CAUTIONS

1. Do not open the unit. No user serviceable parts inside; Do not attempt to repair the machine by yourself, contact your nearest dealer if problems arise.
2. Do not punching the hard material such as metal/glass.ect. Otherwise, it will damage the punching pin.
3. Empty the Wastepaper Tray regularly.
4. Wipe the machine with a soft cloth, and do not leave it in damp environment.

PUNCHING CAPACITY

PAPER(70-80g)	CARDBOARD(230g)	PVC FILM (0.15mm)
20 sheets	6 sheets	6 sheets