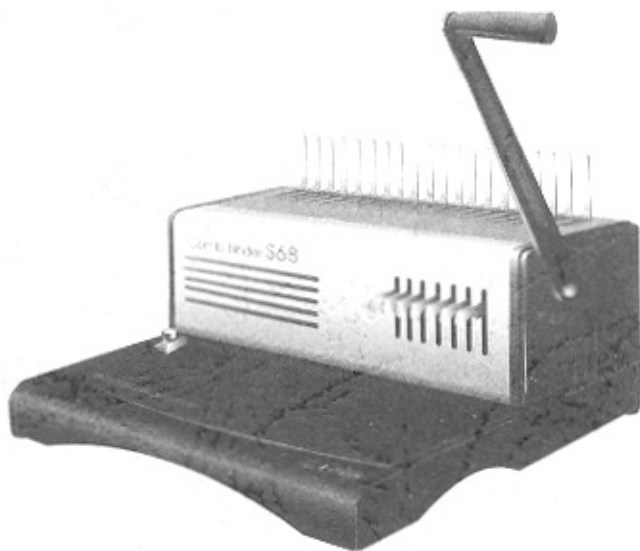


INSTRUCTION MANUAL

PLASTIC COMB BINDING S68



Please follow all instructions and save this manual

● UNPACKING AND ASSEMBLY

- 1 Remove the machine from the box and package;
- 2 Place the machine on top of a study-working table; make sure use a secure and stable table in order to prevent the machine from falling.
- 3 Assembly the punching handle and Binding handle firmly with the screws.

● PLASTIC COMB BINDING FEATURES

Binding Length	A4(21 rings) A4(20 rings) 19 B5 or any sizes less than A4
Binding Capacity	From 6mm (1/4") to 51mm (2")
Document Thickness Gauge	Not included
Punching Capacity	Up to 22sheets one time
Margin Depth Adjustment	Included (3mm-8mm)
Adjustable Push-pull Pin	7 pins disengaged
Wastepaper Tray	Include
Overall Dimension	497*353*235mm
Net Weight	8.50kgs
Gross Weight	9.50kgs
Volume (carton)	0.0950cbm
Warranty	12months

● **THANKS:**

Thanks for purchasing our Plastic Comb Binding Machine; we are confident that our Binding Machine will be a good assistance for your document presentation. Please read this instruction carefully to get the most out of your Comb Binding form many years of trouble-free service.

● **CHECK**

Main machine 1pc
Long handle 1pc; Short Handle 1pc; Screws 2pcs;
Instruction 1pc.

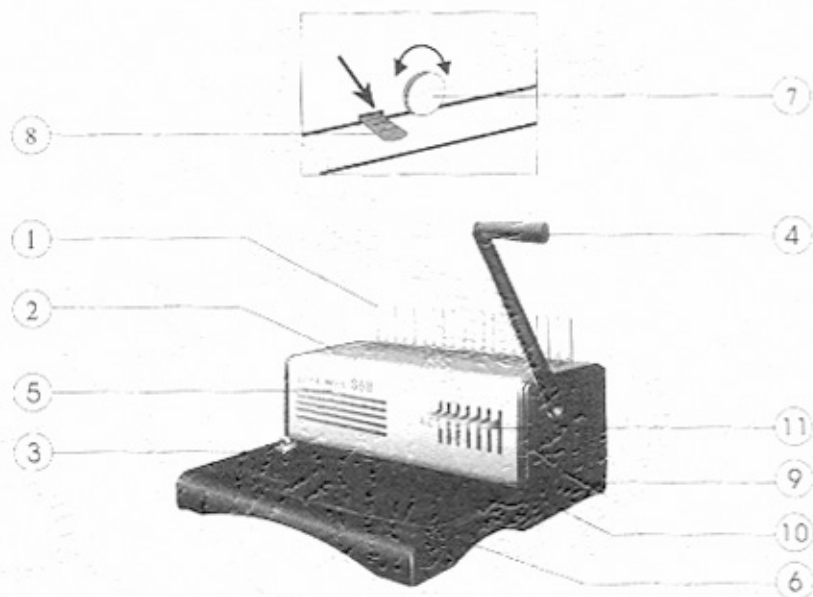
● **FEATURES**

- 1 Small but strong and durable machine;
- 2 Easy to punching without noise;
- 3 Margin adjustable;
- 4 Make it easy to professionally bind important documents, such as Reports, Notebooks, Albums and booklets etc
- 5 pins disengaged

● **CAUTIONS !!**

- 1 This unit made by metal and plastic structure, net weight up to 8.5kg, Don't rough handle it;
- 2 This unit is manual use, pls place it on a secure and stable work area;
- 3 Remove all metal parts from the documents (Paper, PVC, PET); never punch the metal material in order to protect the pins.
- 4 Keep the Operating Instruction with the unit at all time.
- 5 Come to your local distributor for service after-sale; do not try to Repair the unit by yourself.
- 6 Empty the Wastepaper Tray regularly; Wipe the machine with a soft cloth, and don't leave it in damp environment.

● **STRUCTURE**



① Comb Binding Mechanism

⑦ Margin Depth Adjuster

② Binding Handle

⑧ Indicator

③ Paper Stop Guide

⑨ Paper Entrance

④ Punching Handle

⑩ Wasterpaper Tray

⑤ Cover

⑪ Disengaged pins

⑥ Base

● OPERATING INSTRUCTION

- 1 Adjust the margin Depth Adjust to set the desired margin size as per the thickness of the papers;(See Chart A)
- 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 guide to the right paper size .(See Chart B)
- 3 Push or pull the disengaged seven pins according to the punching holes required for the documents; for example, you should pull out the 7 pins if you punch B5 Paper(14holes);(See Chart C)
- 4 Place papers flat on base of machine aligning it against the Paper Stop and sliding it horizontally into the punching slot;(See Chart C)
- 5 While holding the papers into place, slowly pull the Punching Handle down to punch the papers;(See Chart D)(Punch a testing paper to check the holes and margin right or not before formal punching).
- 6 Push handle upwards back into its initial position and remove the punched papers;(See Chart E)
- 7 Select the appropriate size of the plastic ring as per the paper thickness put it onto prongs of binding mechanism with opening on top (see binding capacity chart)(See Chart F)
- 8 Remove the Binding Handle to open the rings properly;(See Chart G)
- 9 Carefully insert all the punched papers(cover page first) onto the comb rings and then close the comb by remove the Binding handle (See Chart H I)
- 10 Finally remove the bound documents and finish binding.(See Chart J)

● CAPACITY

BINDING CAPACITY: determine the correct comb diameter(size)for your document:

Ring size	6mm(1/4")	8mm(5/16")	10mm(3/8")	11mm(7/16")	12mm(1/2")
Sheet(70-80g)	25 sheets	45 sheets	65 sheets	80 sheets	95 sheets
Ring size	14mm(6/16")	16mm(5/8")	19mm(3/4")	22mm(7/8")	25mm(1")
Sheet(70-80g)	125 sheets	145 sheets	180 sheets	210 sheets	240 sheets
Ring size	28mm(11/8")	32mm(11/4")	38mm(11/2")	45mm(13/4")	51mm(2")
Sheet(70-80g)	270 sheets	310 sheets	375 sheets	440 sheets	500 sheets

PUNCHING CAPACITY

PAPER(70-80gsm)	CARDBOARD(2.5mm)	PVC(0.15mm)
22 sheets	1 sheets	6 sheets

● OPERATING GRAPHIC INSTRUCTION

