

1 INSTALL THE MASTER ARM

- 1) Turn the master arm found on the left side of the machine to position 1 indicated on the Binder Stop Plate (see Fig.1)
- 2) Pull the Binder Stop Knob and set the pin to position 2 indicated on the Binder Stop Plate (see Fig.2)
- 3) With holes on the Master Arm & on the axle aligned tightly install the enclosed screw into the holes by using an allen wrench (see Fig.2)

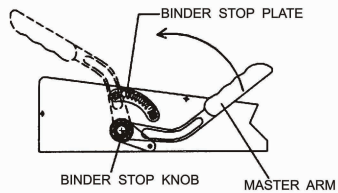


FIG.1

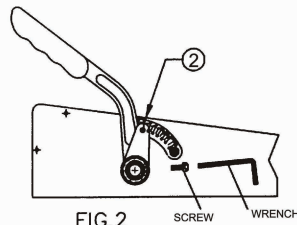


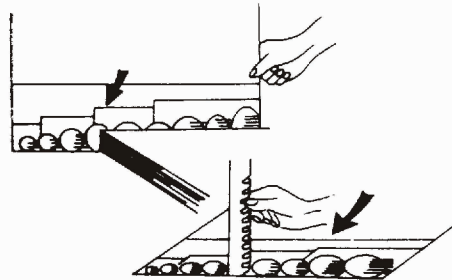
FIG.2

2 CHOOSE THE RIGHT BINDING COMB SIZE

The diameter of the binding comb must be 2mm to 3mm (1/16"~1/8") larger than the actual thickness of the sheets to be bound, including the covers. Please refer to the Binding Gauge & Diameter Guide below. The number of rings on the binding comb should also correspond to the number of holes punched on the sheets.

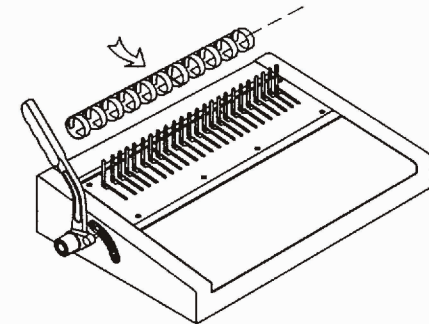
NOTE:

If the diameter is too small, the pages will not lie flat and will cause difficulty in turning pages.



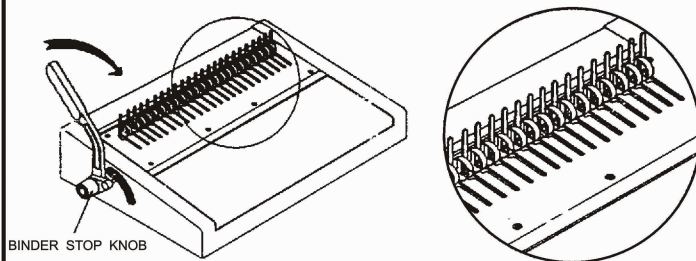
3 POSITIONING OF THE BINDING COMB

Place the binding comb, with the open side up, behind the binding fingers found on the top of the machine and let it fall forward between the fingers so the binding hooks can engage the rings.



4 SETTING THE BINDING COMB OPENING

- 1) Pull the Binder Stop Knob and set the pin to position No.16 indicated on the Binder Stop Plate.
- 2) Pull the Master Arm forward and hold when the proper opening of the binding comb is reached.
- 3) While holding the Master Arm at the proper opening, turn the Binder Stop Knob back where it meets the Master Arm until it locks on the corresponding position on the Binder Stop Plate.



BINDER STOP KNOB

5 BINDING

- 1) Hold the punched sheets straight together, making sure their edges are flush, and place the punched side of the sheets in the middle of the open comb with the front cover of the document facing you.
- 2) Feed the tips of the binding comb through the punched holes on the sheets until all go through their corresponding hole on the sheets. Move the sheets gently back and forth in case the tips don't go through easily.
- 3) When all the tips are through, push the Arm back to close the binding comb. Be sure to push it all the way back so that the hooks will fully disengage the binding combs and release the bound book.

NOTE:

When laying the sheets down onto the binding comb, be sure the sheets face down, with the front cover on the bottom. This will place the opening of the binding comb to the back of the book to ensure a more presentable and securely bound book.

