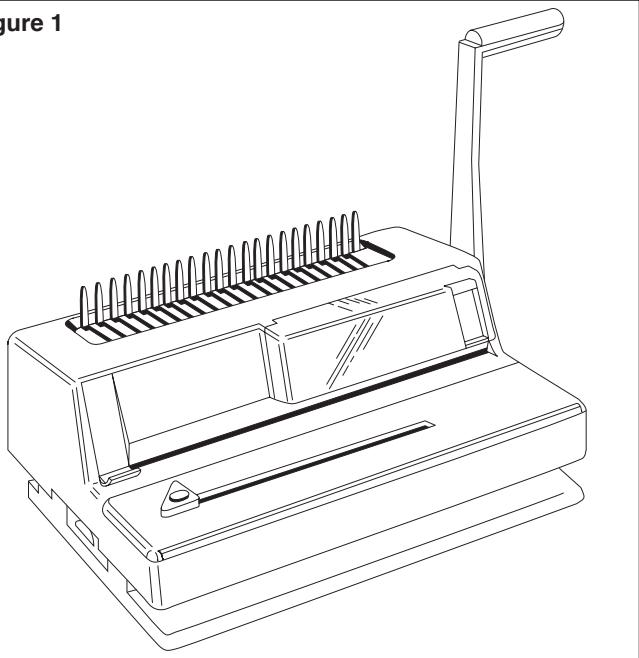




# Manual Comb Binding Machine

## Stock No. 737-099

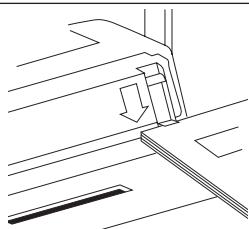
Figure 1



### Setting Up

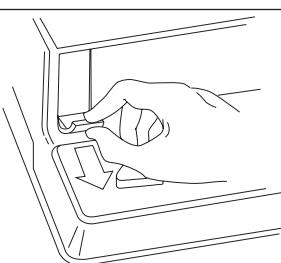
1. Use the binder size guide to:
  - a. Determine the plastic binding element size (see Figure 2).

Figure 2



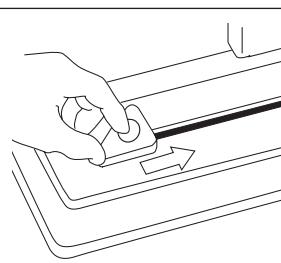
- b. Set the depth of punch tab to matching colour code (see Figure 3).

Figure 3



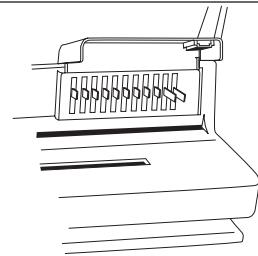
- 2. The paper edge guide can be moved left or right to punch sheets up to 12" long. Several standard sizes are marked. Rotate the paper edge guide to punch PAPER or oversize COVERS (see Figure 4).

Figure 4



- 3. Pull out any punch selector pins that cause partial holes on the paper edge. The punched holes should be centred on the paper length. Test set-up with a spare sheet whenever sheet size is changed (see Figure 5).

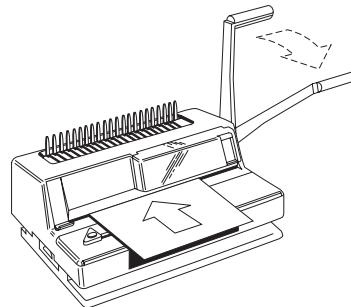
Figure 5



### Punching

1. Insert sheets as far as possible and position them against the paper edge guide (see Figure 6).

Figure 6

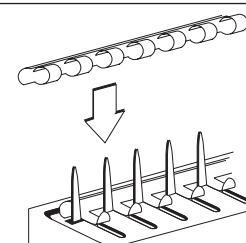


- 2. For optimum hole quality and machine life, punch a maximum of 15 sheets, 20lb. bond, per cycle. Reduce sheet quantity for thicker materials i.e. punch a maximum of 2 clear plastic covers per cycle. Do not punch overhead projector transparencies.

### Binding

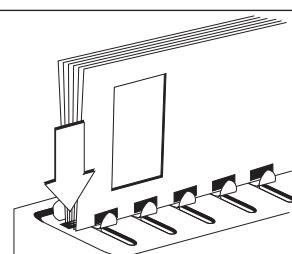
- 1. Place the plastic binding element behind the vertical comb with open side of fingers up (see Figure 7).

Figure 7.



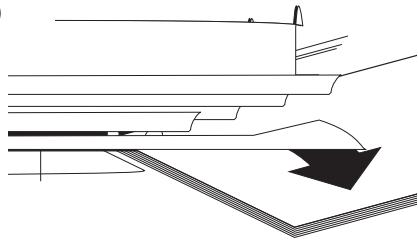
- 2. Push handle to open the plastic binding element slightly wider than the book thickness.
- 3. Vertically insert convenient sheet quantities onto the plastic binding element fingers. Be sure the front cover faces you and is inserted first (see Figure 8).

Figure 8



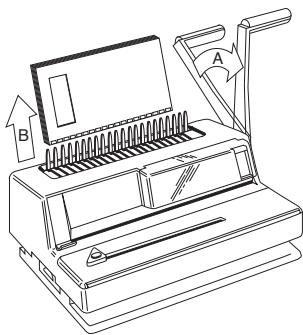
4. Lay sheets horizontally onto the machine after they are placed on the fingers (see Figure 9).

**Figure 9**



5. When binding thick books, the plastic binding element can be periodically closed in small increments to expose more length to accept all the sheets.
6. After all the sheets are placed on the plastic binding element:
  - a. Pull the handle to vertical.
  - b. Rotate the book up and lift it from the machine (see Figure 10).

**Figure 10**

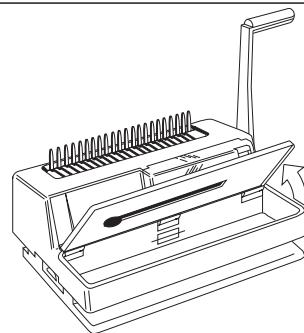


7. To add and delete sheets in a completed book, place the plastic binding element onto the vertical comb. Open and close the plastic binding element as previously described.

## Features

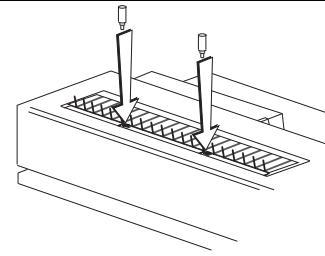
1. The table that holds the paper edge guide lifts up to access a storage bin for the plastic binding elements (see Figure 11).

**Figure 11**



2. Mounted in the storage bin are two (2) binding posts that are used only with oval binding elements, 1-1/4" to 2" sizes. The binding posts replace the screws located behind the vertical comb for this application (see Figure 12).

**Figure 12**



## Warnings

This comb binder has been designed to provide many years of safe and reliable book binding service. Adherence to the safeguards listed below will assist in attaining these goals.

- Use the comb binder only for its intended purpose of punching and binding documents.
- Punch a maximum of 2 clear plastic covers per cycle.
- Use the comb binder on secure and stable work areas to prevent the machine falling and possibly causing personal injury and damage.

## Technical specification

Dimensions: 203.2mm height

317.5mm depth

457.2mm length

Weight: 10.18kg