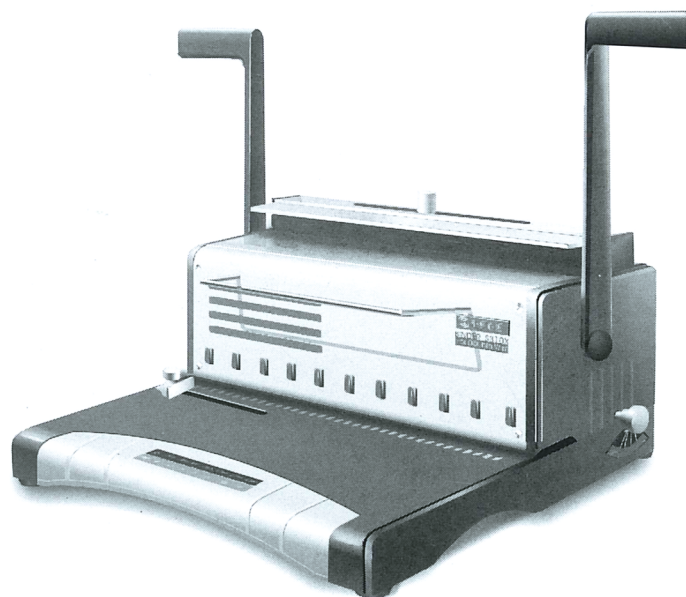


INSTRUCTION

Manual Twin wire Binder S300



00703Q11607R0M



RAB2003Q0153

ISO 9001:2000

Please read and save this instruction carefully.

● **Welcome**

Warmly welcome to choose S300. It will be sure that our S300 is a good assistant as you need bind your document perfectly. Please be advised to read the following manual carefully to enable you to use our product correctly.

● **Check**

Main machine 1pc

Handle 2pcs

Screw 2pcs

User manual 1pc

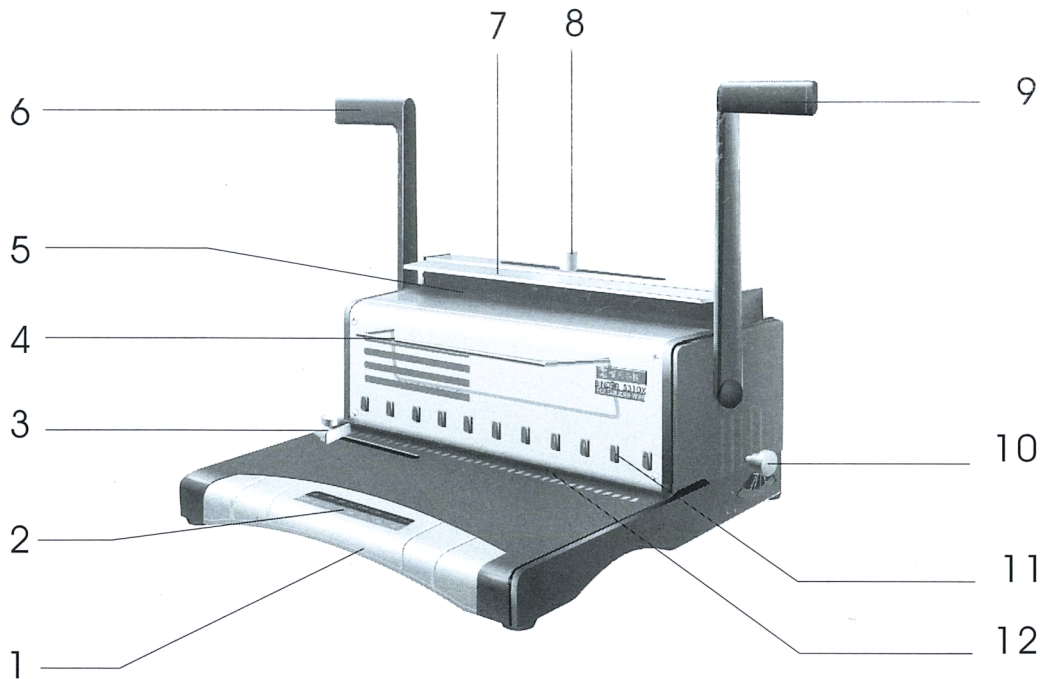
● **Advantage and Applicability**

1, All metal made, very durable

2, There are 4 kinds of Margin width adjuster suitable and adjustable 7 pieces of pull-push pins for easy binding all kinds of size document.

3, Applicable for loose-leaf, such as Calendar, Report, Notebook, etc.

Structure drawing



1, Wastepaper box

2, Choice twin wire label

3, Paper stop guide

4, Bracket for binding

5, Wire close pressing slot

6, Binding handle

7, Wire close pressing board

8, Wire close control knob

9, Punching handle

10, Margin width adjuster

11, Twin wire hooks
(Another Hooks is on the back)

12, Paper entrance

● **Caution** 

1. Stable working table for Binding Machine is must.
2. Don't hurt yourself when moving the machine made of all metal whose net weight is 10 KGS.
3. Binding for paper sheet、PVC、PET and cardboard, exclusive hard material in order to avoid damaging pins.
4. Don't insert your fingers into the Wire close slot in case any hurt while pressing the twin wires.
5. Please keep this User Manual.
6. Keep maintenance and prevent moisture.

● **Parameter**

Punching capacity:	15sheets/time(70-80g)
Max.binding quantity:	120sheets(70-80g)
Max.punching holes:	34 holes for A4(hole:4X4mm)
Adjustable Margin width:	2\3\4\5mm
Body size:	400X300X210,mm
N.W. :	10KGS

● Operation instruction

1. Before punching

A: Prepare the document orderly

B: Decide the desired margin size(Chart 1)

C: Adjust the Margin width adjuster on right side of machine to margin size you want(2/3/4/5mm).

D: Set the Paper stop guide to appropriate paper size. 34 holes in front of Paper entrance were marked(Chart 2).

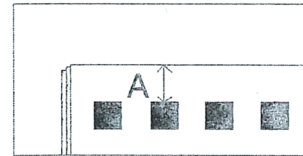


Chart 1



A4 297mm/34 holes

Chart 2

E: Use a test paper to check the holes and margin right or not before formal punching.

2. Punching

A. Place the document flat on base of machine aligning it against the Paper stop guide and sliding it horizontally into the Paper entrance.

Following chart for max punched sheets:

Material	Paper 80g	PVC film	Cardboard<2mm
Quantity	15	0.175/5sheets	1

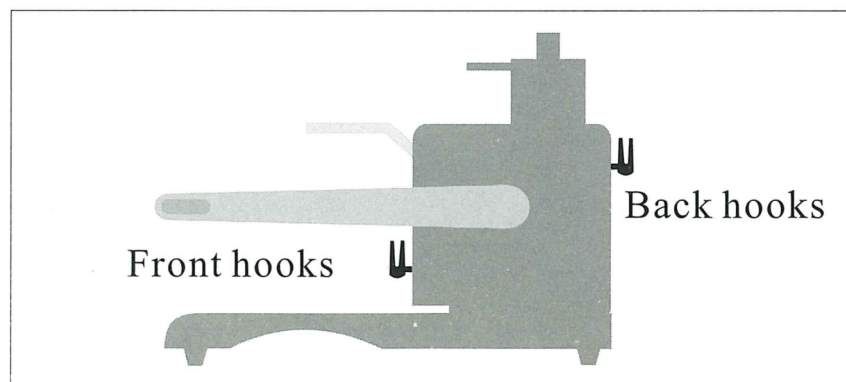
B. Move Punching handle in order finish punching.

3. Binding

A. To bind the document correctly, be sure to choose the correct size of twin wire, please check the chart, as below:

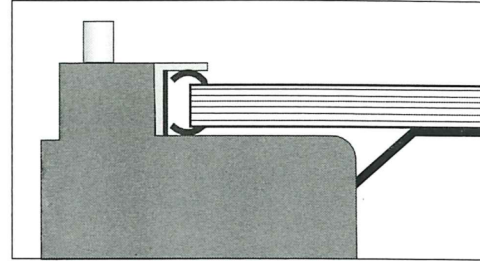
Dia	4.8mm 3/16"	6.4mm 1/4"	8mm 5/16"	9.5mm 3/8"	11.1mm 7/16"	12.7mm 1/2"	14.3mm 9/16"
Sheets 70-80g	30	45	60	75	95	105	120

B. There are two line of hooks in the machine, one in front of machine is suitable for paper to put into twin wire after all of papers are punched; other back of body is suitable for inset into twin wire as documents are be punching. You can choose one of ways based on your habit (Chart 3).



C. Place the wire with the document into the Grip slot horizontally (under Wire grip board), make sure the pocket of wire stick to the magnetic wall (Chart 4).

Chart 4



D. Adjust Wire close Control knob to right position as per range of the wire size, note that diameter will be large if the Knob close to the right within the range (Chart 5).

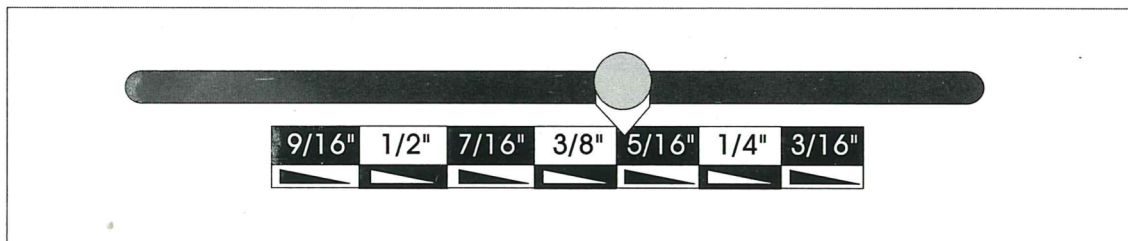


Chart 5

E. Pull down the Binding handle and close the wire ring properly, such action can be repeated 2-3times to bind out the perfect documents.

F. Move the bound document from the Grip slot and finish binding.