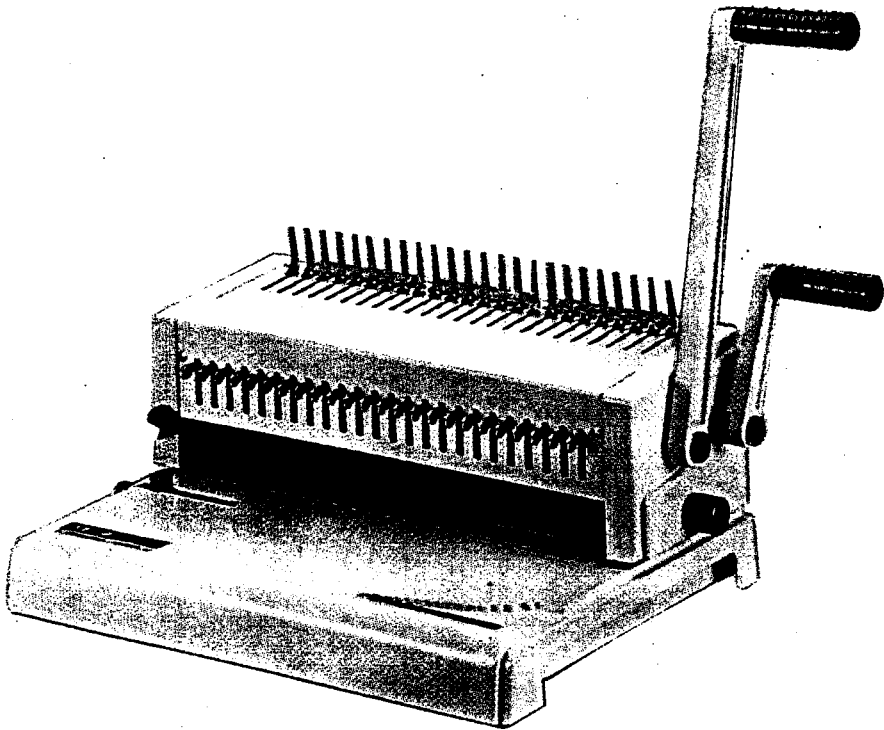
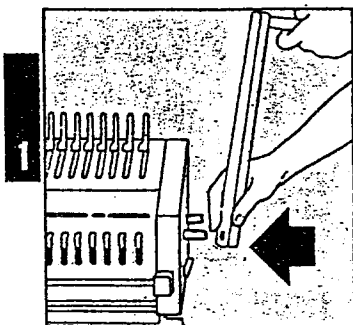




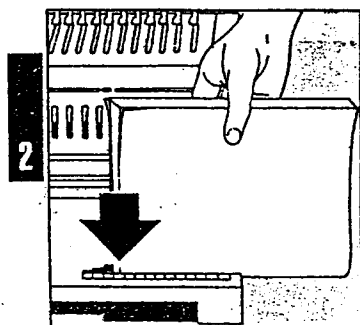
# MegaBind - 2



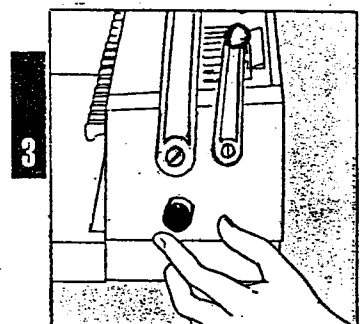
**PLASTIC AND WIRE PUNCH-BIND  
OPERATING INSTRUCTIONS**


**Fitting handles**

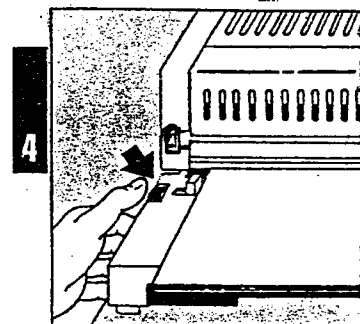
Place the large handle onto the front shaft in the vertical position and fix with the screw provided. Secure the small handle position behind the large handle.


**Choosing the correct binding comb**

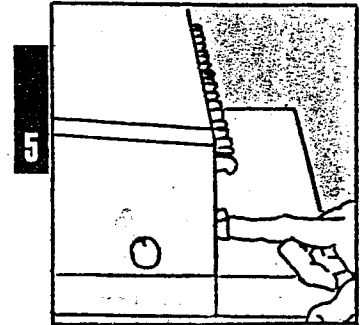
Slide the pages to be bound into the machine's Binding size guide until they come up against one of the marks. The number you read off gives you the diameter of the binding comb to use.


**Punching depth**

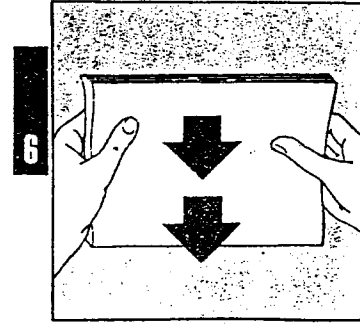
The black knob on the right side of the machine is used to select the margin depth.


**Paper stop**

Centre the paper so that the edges of the paper are not cut.


**Caution**

During punching, the slide button for wire binding must be pushed in completely.

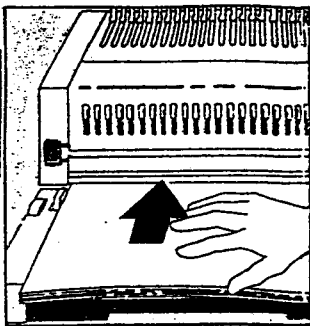

**Fanning out and jogging the sheets**

Fanning out and jogging the paper enables all sheets to be placed flush against the paper stop for punching.

### **Inserting paper into the machine**

Push the paper into the machine, jogged side first, against the rear and side stops.

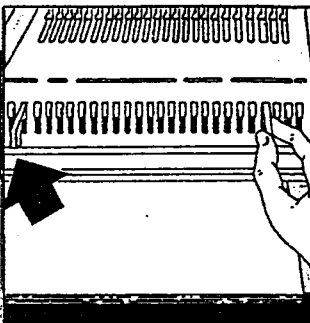
7



### **Punching set-up**

Place the sheets on the punch alignment scale to determine the number of holes needed. The rectangles represent the exact position of the holes. If the rectangles were covered by the sheet edges, pull the set pin outward corresponding the rectangles. Always flush the sheets against the paper stop.

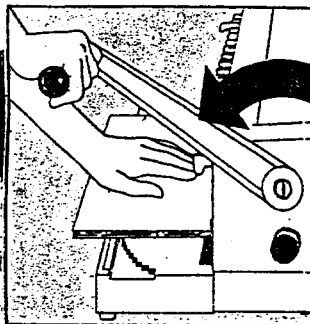
8



### **Punching**

When punching, hold the paper firmly and pull the crank lever forwards and down.

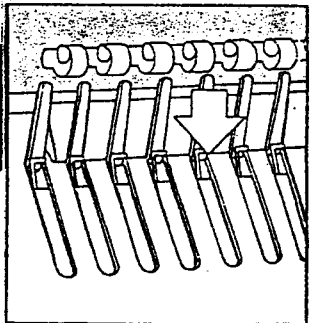
9



### **Plastic binding**

Place the binding comb behind the metal fingers with the open side up.

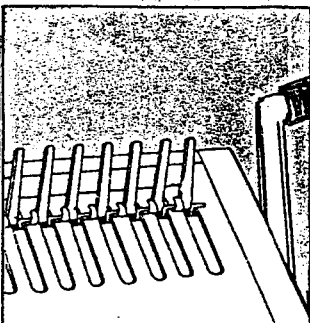
10



### **Opening the binding comb**

Pull the small handle for the hook to engage the ring for binding.

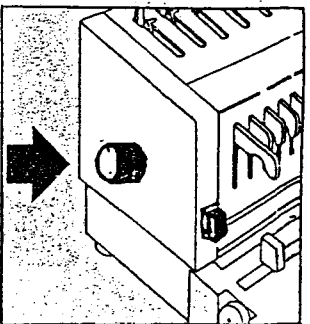
11



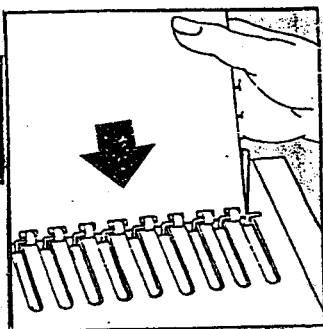
### **Aid with larger numbers of copies**

The black button on the left side of the machine is used to fix the binding mechanism at a certain binding comb diameter for opening.

12



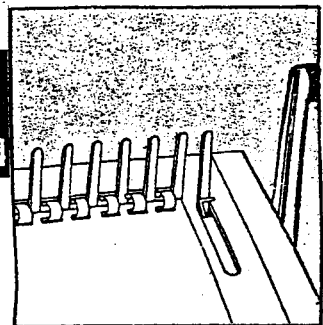
13



### **Placing the paper in the binding comb**

Holding the punched sheets vertically (page 1 in front), place them in the binding comb and lay them down forwards.

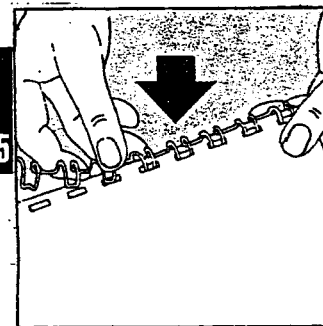
14



### **Removing the bound sheets**

Return the handle to the vertical position and remove the bound sheets. If one or more sheets have to be replaced or added later the bound sheets can be opened and reclosed any number of times.

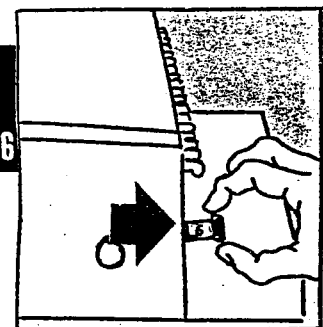
15



### **Wire binding**

Place the punched sheets for binding on the edge of a table so that the wire comb can be introduced into the punch holes.

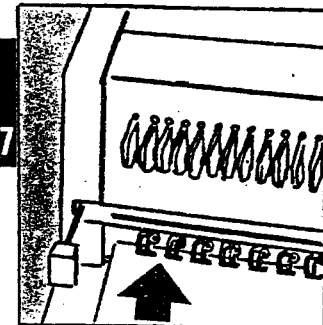
16



### **Set the closing mechanism**

Position the slide button to the wire diameter. The number or line must be fully visible, as this will allow ideal closing of the wire into a round shape.

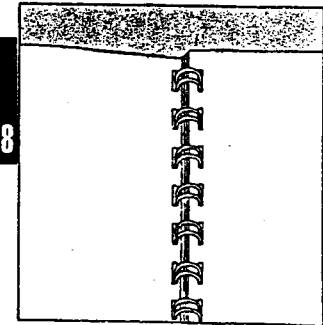
17



### **Closing the wire**

Insert the sheets to be bound with the open part of the wire comb to the rear against the back of the binding area and pull the lever down to close the wire comb.

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**The job is done!**