



Operating instructions
PLASTIC COMB BINDING MACHINE - OB 08

Spicers: 108692





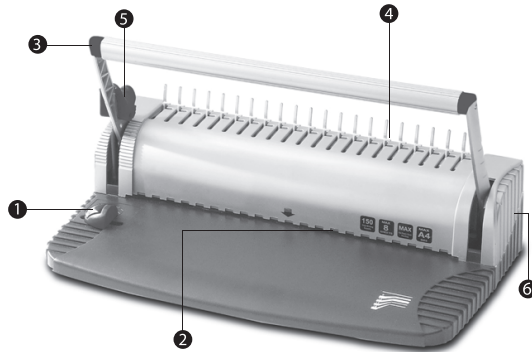
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Description of Components



- 1 Paper stop
- 2 Punching slot
- 3 Punching lever
- 4 Metal comb for inserting plastic spiral binding
- 5 Locking lever
- 6 Drawer for punchings (rear of machine)



General Information

User scrap paper when trying out the punching mechanism for the first time and carry out a few trial runs. Please note that the machine's maximum punching capacity is 8 sheets. This applies to 80g paper (grammage of standard reprographic paper). Transparent covers and cardboard backs should be punched separately.

Punching and Binding Loose-Leaf Documents

1. Select the correct paper stop setting according to the size of the paper (position marked for standard paper sizes). Line the sheets of paper up against the paper stop (1) on the left-hand side and insert them evenly the punching slot (2). The position of the holes is marked on the machine housing (above punching slot).
2. Press the punching lever (3) down firmly with both hands in order to punch the sheets of your document. Lay the punched sheets aside in the correct order.



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3. Select a spiral binder sufficiently large to bind the document (see table).
4. Insert the spiral binder in the metal comb (4) with its open section facing upwards and move it slightly to the left to hook it in place.
5. As the punching lever is pushed down the rings are opened by the metal hooks on the comb. Once the spine is open wide enough push the locking (5) in order to maintain this position.
6. Insert the punched sheets, transparent cover and cardboard backing in the spine face up (feed sheets under punching lever towards metal comb). Release the locking lever (holding the punching lever and moving it back slowly) to close the binder. A light push to the right will release the bound document for removal.

Pages Loose-Leaf Documents

1. Insert the spiral binder in the metal comb with the documents face up. Place the spiral binder with the bound document between the metal teeth and nudge it slightly to the left so that it engages in the metal hooks.
2. Pull the punching lever down carefully until the spiral binder opens slightly and lock it in place by pressing the locking lever.
3. When the spiral fingers are open approx. 4.5 mm it is possible to remove or exchange leaves.
4. Then close the spiral binder by releasing the locking lever (holding the punching lever and moving it back slowly). A light push to the right will release the bound document for removal.

Care and Maintenance

1. The drawer for punching (6) should be emptied regularly.
2. The machine is intended for punching paper, cardboard and backing films only.

Technical data

sheets	Ø mm
2-20	6
20-40	8
30-60	10
50-85	12
75-115	14
100-130	16
120-150	19

Spicer Art. No.: 108692
 Punching capacity: max. 8 sheets (80 g/m² paper)
 Binding width: max. DIN A4 (297 mm)
 Number of punching pins: 21-hole punch
 Binding capacity: max. 150 sheets (80 g/m² paper)
 Spiral binder: max. Ø 19 mm



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