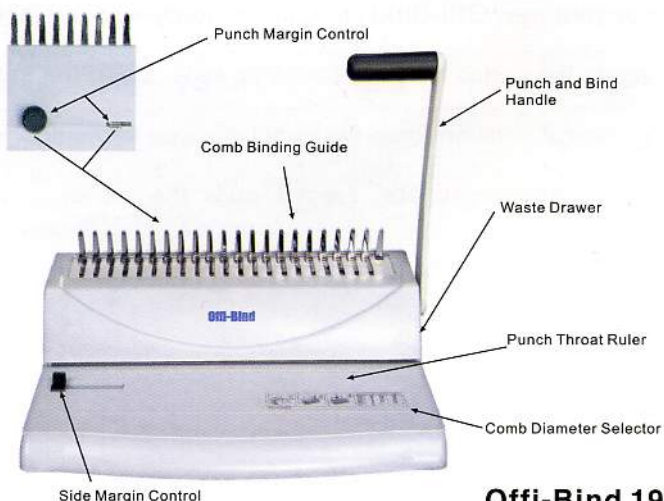


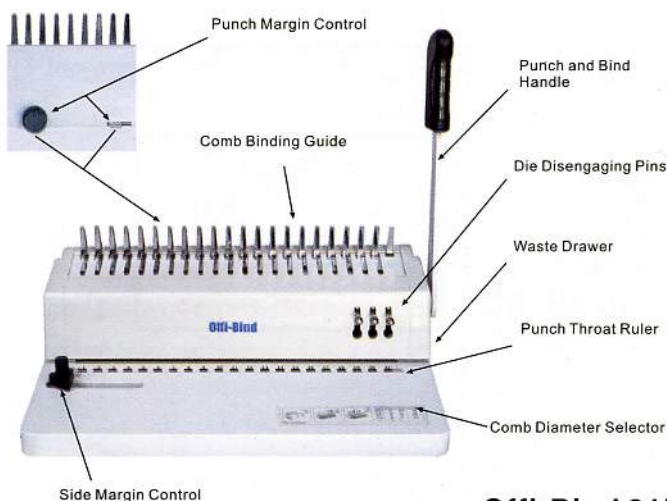
Offi-Bind



OFFI-BIND OPERATIONAL MANUAL



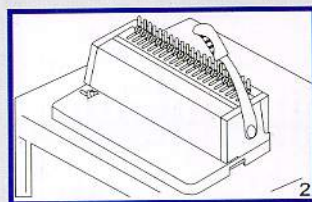
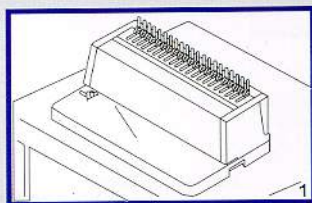
**Offi-Bind 19
Offi-Bind 21**



Offi-Bind 21D

ASSEMBLY

1. Place your new Offi-Bind on top of a sturdy-working table. See picture1.
2. Remove the screw from the punching axle. Insert the punching handle, in a vertical position, onto the punching axle and tighten back the screw into the punching axle. (make sure the screw is well fastened).
See picture2.



SET-UP

1. DETERMINE THE CORRECT COMB DIAMETER(SIZE)FOR YOUR DOCUMENT:

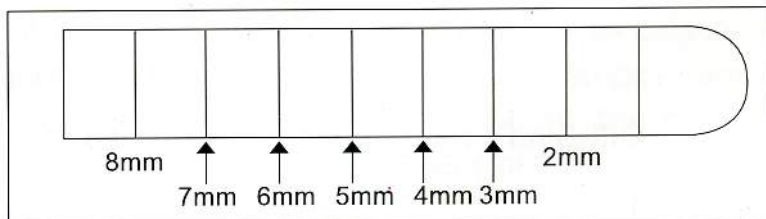
Comb	Sheets(20Lbs)	Comb	Sheets(20Lbs)
3/16"	12	9/16"	100
1/4"	20	5/8"	120
5/16"	40	3/4"	150
3/8"	55	7/8"	170
7/16"	70	1"	200
1/2"	90	1-1/8"	230
		1-1/4"	250
		1-1/2"	290
		1-3/4"	260
		2"	425

- Your will find this table on the base of your Offi-Bind.

2. ADJUST THE DEPTH MARGIN:

Comb Size	Depth Position
3/16"	2MM
1/4" a 5/16"	3MM
3/8" a 1/2"	4MM
9/16" a 3/4"	5MM
7/8" a 1"	6MM
1-1/8" a 2"	8MM

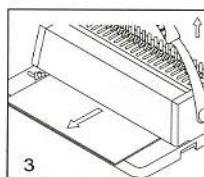
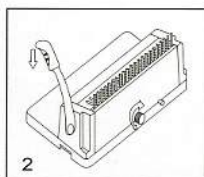
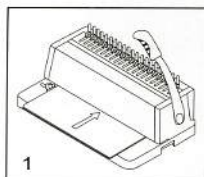
Punch Margin Control (On back side of Offi-Bind)



3. ADJUST THE SIDE MARGIN CONTROL IN ORDER TO CENTER YOUR DOCUMENT ON THE PUNCH THROAT RULER. IMPORTANT: YOU MAY WANT TO PUNCH A WASTE PIECE OF PAPER TO DOUBLE CHECK THAT YOUR DOCUMENT WILL BE EVENLY CENTERED. SEE PUNCHING INSTRUCTIONS.
4. FOR OFFIBIND 21D ONLY: (IF NEEDED) USE DISENGAGING PINS FUNCTION TO PREVENT PARTIAL - BORDER PERFORATION, WHILE MAINTAINING AN EVENLY CENTERED PUNCH.

PUNCHING

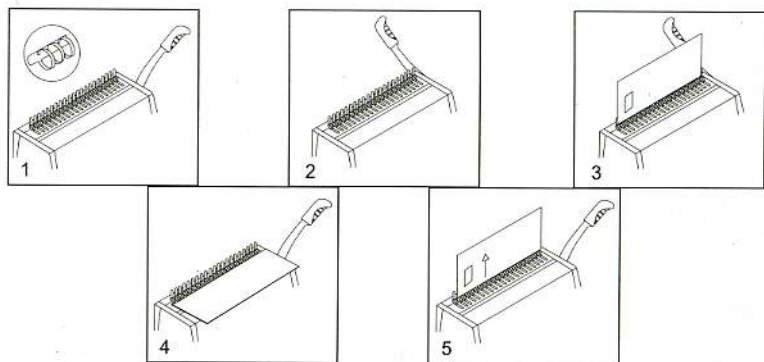
- A. INSERT UP TO 10 SHEETS OF PAPER (20LBS) INTO YOUR Offi-Bind.
SEE PICTURE 1.
- B. ALIGN THESE SHEETS AGAINST THE SIDE MARGIN CONTROL & PULL THE PUNCH HANDLE DOWN. SEE PICTURE 2.
- C. PULL HANDLE BACK (UP) & REMOVE SHEETS. SEE PICTURE 3.
- D. REPEAT STEPS A, B, C UNTIL YOU HAVE PUNCHED YOUR ENTIRE DOCUMENT.



REMARK : DO NOT FORGET TO PERIODICALLY EMPTY YOUR
Offi-Bind's WASTE DRAWER, AS NEEDED.

BINDING

- A. PLACE YOUR COMB ONTO THE COMB-BINDING GUIDE. MAKE SURE THAT THE COMB OPENING IS FACING UP. SEE PICTURE 1.
- B. PULL THE BIND HANDLE TO OPEN THE COMB. SEE PICTURE 2.
- C. INSERT THE PUNCHED DOCUMENT ONTO THE COMB. SEE PICTURE 3.
- D. PULL THE BIND HANDLE FORWARD TO CLOSE THE COMB. SEE PICTURE 4.
- E. REMOVE YOUR NEW BOUND DOCUMENT. SEE PICTURE 5.



WARRANTY POLICY

YOUR Offi-Bind HAS A WARRANTY OF 6 MONTHS, FROM ITS PURCHASE DATE. IN THE EVENT OF A MANUFACTURERS DEFECT, YOUR DISTRIBUTOR (AT OPTION) WILL REPAIR OR REPLACE IT. IMPORTANT: THIS WARRANTY DOES NOT COVER DAMAGES DUE IMPROPER USE OR MISS TREATMENT OF THE UNIT, INCLUDING ANY EXTRAORDINARY EVENT LEADING TO THE DAMAGE OF THE MACHINE, WHETHER IT IS REVERSIBLE OR NOT.

IF YOUR Offi-Bind IS NOT BINDING PROPERLY, FIRST FOLLOW THE CORRECTIVE ACTIONS ABOVE. IF THE PROBLEM PERSISTS, PLEASE CONTACT YOUR DEALER FOR FURTHER INSTRUCTIONS. PLEASE HAVE YOUR MACHINES SERIAL NUMBER AND PURCHASE DATE READY. IF THE MACHINE MUST BE RETURNED TO YOUR DISTRIBUTOR, IT IS YOUR RESPONSIBILITY TO PROPERLY PACK AND SHIP IT, AS ANY DAMAGE INCURRED DURING ITS TRANSPORTATION IS NOT COVERED BY OUR WARRANTY POLICY.

Offi-Bind FEATURES

	Offi-Bind19	Offi-Bind21	Offi-Bind21D
Binding Length:	Letter (19 Rings)	A4(21 Rings)	A4(21 Rings) 3disengaging pins
Binding Capacity:	From 3/16" To 2"		From 3/16" To 2"
Single Punch Capacity:	Up To 10 Sheets(20Lbs.)		Up To 10 Sheets(20Lbs.)
Side Margin Control:	Included		Included
Punch Margin Control:	Included		Included
Waste Drawer:	Included		Included
Gross Weight:	10.5 Lbs(4.8Kg.)		11 Lbs(5 Kg.)
Dimensions:	14.5"x9.8"x5.6"		14.4"x8.6"x5.5"
Volume(carton)	0.6 CbFt		0.64 CbFt
Warranty	6 months		6 months