

MEGABIND-1E OPERATION INSTRUCTIONS

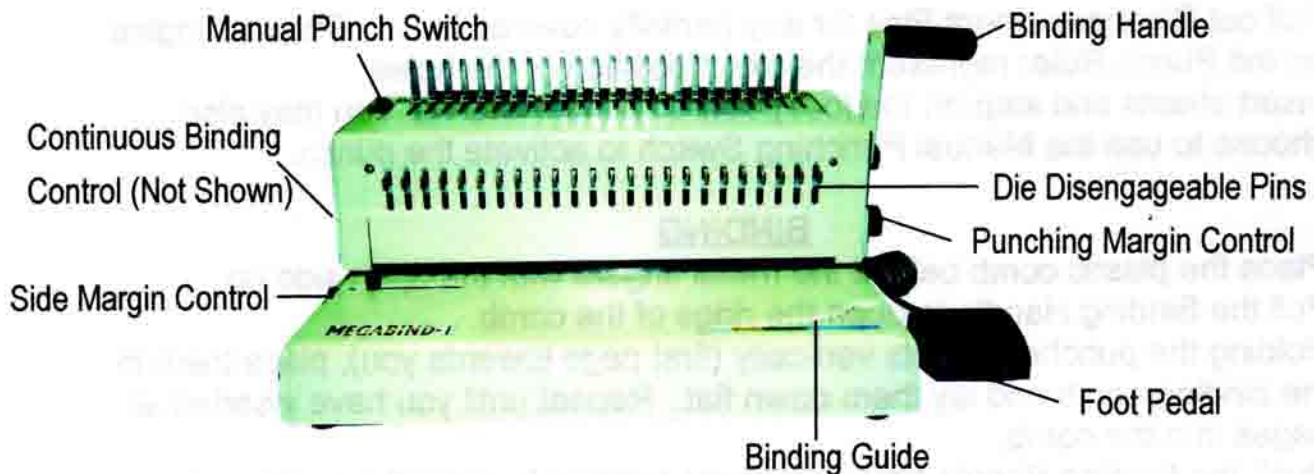
INTRODUCTION

Congratulations on the purchase of your new **MEGABIND-1E**, a professional and heavy-duty comb punch and binding machine. Your **MEGABIND-1E** was carefully designed with a full range of functions and premium quality components to guarantee an effortless and professional bind, as well as many years of trouble free service.

IMPORTANT

We recommend that you take a few minutes to familiarize yourself with the functions of your new **MEGABIND-1E**. You will find that with just a little practice, anyone can achieve professional results.

FEATURES



ASSEMBLY

1. Place your new **MEGABIND-1E** on top of a sturdy working table.
2. Remove the screw from binding axle. Insert the Binding Handle, in a vertical position, onto the binding axle and tighten back the screw into the punching axle (make sure screw is well fastened **clockwise**).
3. Insert the foot pedal plug into the rear left of the machine.
4. Insert the power cord plug into the rear right of the machine.
5. Make sure the punch throat is clear of any packaging material, turn on the power switch in the rear of the machine, and press foot pedal to test punching.

SAFETY INSTRUCTIONS

1. Keep fingers, hair, jewelry, necktie and any loose clothing or objects away from the punch throat.
2. Do not allow children to operate the machine. The **MEGABIND-1E** is not a toy.
3. Always turn switch-off and place foot pedal out of reach when machine is not in use.
4. To reduce the risk of electric shock, never operate the **MEGABIND-1E** near water.

5. Do not use the **MEGABIND-1E** if power cord is damaged.
6. Do not allow the electric cord to be in contact with hot surfaces.
7. In case of malfunction, return the unit to your distributor for service. This equipment does not contain any part that can be serviced by the consumer or operator.

SET-UP

1. Insert your full unbound document into the Binding Guide. The number tells you the correct comb diameter size to be used, and the color tells you the correct depth margin.
2. Set Margin Control to the proper color as determined in Step 1. You can do so by turning the Margin Control knob on the right of the machine.

PUNCHING

1. Use the Punch Throat Ruler and Side Margin Control to center the punching of your document.
2. Pull out Disengagement Pins for any partially covered holes. The rectangles on the Punch Ruler represent the exact position of the holes.
3. Insert sheets and step on the foot pedal to punch. **NOTE:** You may also choose to use the Manual Punching Switch to activate the punch.

BINDING

1. Place the plastic comb behind the metal fingers with the open side up.
2. Pull the Binding Handle to open the rings of the comb.
3. Holding the punched sheets vertically (first page towards you), place them in the binding comb and lay them down flat. Repeat until you have inserted all pages into the comb.
4. Push the Binding Handle back to vertical position to close the comb. Vertically take out your finished book.
5. **NOTE:** When doing multiple binding of same-size document, it is recommended to set your Continuous Binding Control to prevent over-opening of the combs. Adjustment can be made by pulling the knob outward and turning it left or right.

WARRANTY

Your **MEGABIND-1E** has a warranty of one year, 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 mishandling of the unit, including any extraordinary event leading to the damage of the machine, whether it is foreseeable or not.

If your **MEGABIND-1E** is not working properly, first follow the Operation Instructions above. If the problem persists, please contact your dealer for further instructions. Please have your machine's serial number and the purchase date ready. If the machine must be returned to your distributor, it is your responsibility to properly pack it and ship it, as any damage incurred during its transportation will not be covered by our warranty policy.