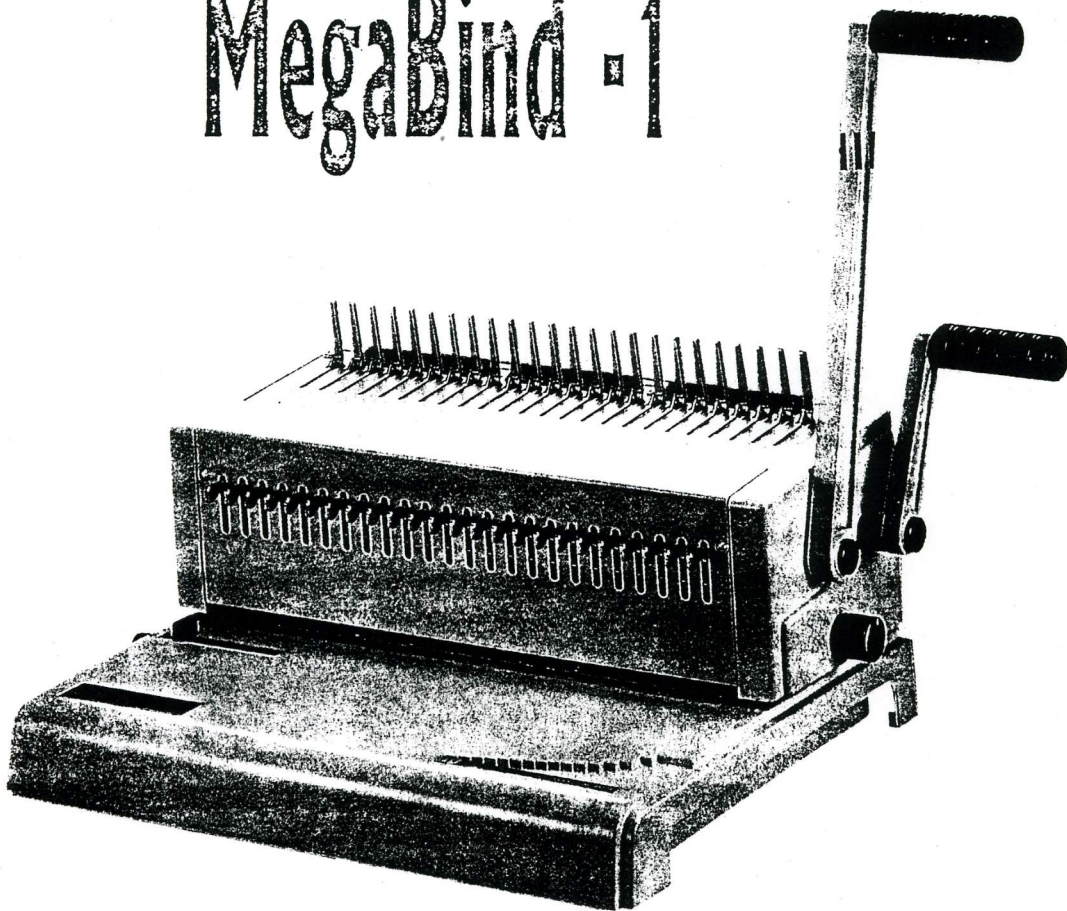




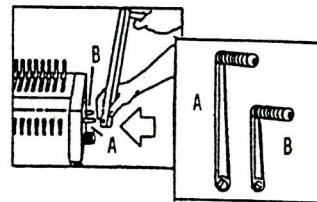
# MegaBind - 1



## PLASTIC PUNCH-BIND OPERATING MANUAL

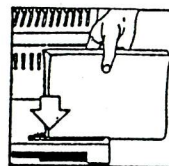
1. FITTING HANDLES

PLACE THE LARGE HANDLE (A) ONTO THE FRONT SHAFT IN THE VERTICAL POSITION AND FIX WITH THE SCREW PROVIDED. SECURE THE SMALL HANDLE (B) POSITION BEHIND THE LARGE HANDLE.



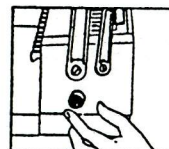
2. CHOOSING THE CORRECT BINDING COMB

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.



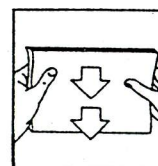
3. PUNCHING DEPTH

THE BLACK KNOB ON THE RIGHT SIDE OF THE MACHINE IS USE TO SELECT THE MARGIN DEPTH.



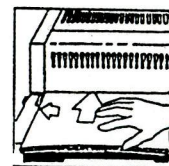
4. FANNING OUT AND JOGGING THE SHEETS

IT ENABLES ALL SHEETS TO BE EVENLY FLUSH AGAINST THE PAPER STOP FOR PUNCHING.



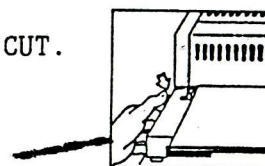
5. INSERTING PAPER INTO THE MACHINE

PUSH THE PAPER INTO THE MACHINE, JOGGED SIDE FIRST, AGAINST THE REAR AND SIDE STOP.



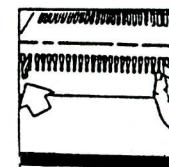
6. PAPER STOP

CENTER THE PAPER SO THAT THE EDGES OF THE PAPER ARE NOT CUT.



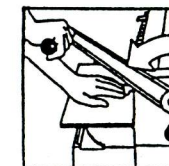
7. PUNCHING SET-UP

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 COVER BY THE SHEET EDGES, PULL THE SET PIN OUTWARD CORRESPONDING THE RECTANGLES. ALWAYS FLUSH THE SHEETS AGAINST THE PAPER STOP.



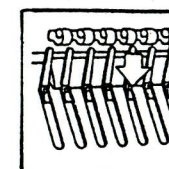
8. PUNCHING

WHEN PUNCHING, HOLD THE PAPER FIRMLY AND PULL THE CRANK LEVER FORWARDS AND DOWN.



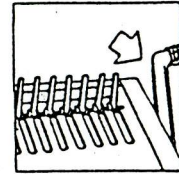
9. PLASTIC BINDING

PLACE THE BINDING COMB BEHIND THE METAL FINGERS WITH THE OPEN SIDE UP.



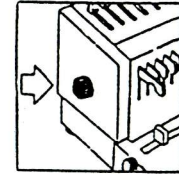
10. OPENING THE BINDING COMB

PULL THE SMALL HANDLE FOR THE HOOK TO ENGAGE THE RING FOR BINDING.



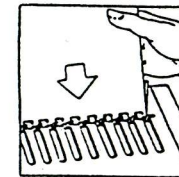
11. ADJUST WITH LARGE NUMBERS OF COPIES

THE BLACK BUTTON ON THE LEFT SIDE OF THE MACHINE IS USED TO ADJUST THE OPENING OF THE BINDING MECHANISM TO CORRESPOND WITH THE DIAMETER OF THE COMB USE.



12. 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 FORWARD.



13. REMOVING THE BOUND SHEETS

RETURN THE HANDLE TO THE VERTICAL POSITION AND REMOVE THE BOUND SHEETS. THE BOUND SHEETS CAN BE RE-OPEN AND RE-CLOSE ANYTIME IF YOU NEED TO ADD OR REPLACE THEM.

