

3.0 INSTALLATION

NOTE: Due to the weight of the punch, two people are required to lift the machine from the package and perform the installation.

3.1 Unpacking

Remove punch from the shipping carton.

Inspect for any damage to the unit.

Remove the cardboard from the bottom of the unit.

Remove the cloth bag from the chip drawer. Contents of the bag should be:

Four (4) Rubber Feet

Four (4) Screws

Four (4) Flat Washers

3.2 Unit Set Up

Mount the rubber feet to the bottom of the unit in the four (4) threaded holes provided.

Place the punch on a sturdy table, desk, or bench at a height of approximately 25 inches (64 cm) for seated operation or approximately 30 inches (74 cm) for standing operation. No fastening to the work surface is required. The work surface area should be large enough to accommodate the punch plus stacks of sheets and covers to be punched, and completed (punched) books. Connect the plug on the power cord to an electrical (convenience) outlet, and place the foot switch on the floor within easy reach of the operator's right or left foot as preferred.

3.3 Test Punch

Punch 20 sheets of 20 lb bond paper, in one lift.

4.0 OPERATING INSTRUCTIONS

4.1 Punching

Punching is the first important step in the process of binding. Before you punch an actual book, it is recommended you first use blank sheets of paper the same size as the pages of your book.

You will also find it convenient to make the necessary adjustments with the machine turned off and the table switch secured to the safety catch. This will prevent accidental punching.

1. The holes indicated on the punch alignment scale represent the exact position of the actual punches located behind the scale.
2. Holding your test sheet in the centered position, move the side guide flush with the left edge of your test sheet and tighten the thumb screw.

NOTE: DO NOT turn on your Punch when adjusting the side guide or when the machine is not in use.

3. Turn the control switch on by pushing to "Table Switch" or "Foot Switch". Use of the table switch is recommended while you become acquainted with the Punch.
4. Release the safety catch on the table switch (Figure 1.1). Activate the table switch without inserting your test sheet in the punch. This is done by pressing the small lever switch to the left, toward the side guide. Repeat this a few times until you become familiar with the sensitivity of the switch.
5. Avoiding contact with the table switch, insert your test sheet in the throat of the punch. Bring it flush with the back guide and then slide it to the left. As you bring it to a position flush with the side guide, the table switch is activated and the sheet is punched.

NOTE: Ensure that the paper to be punched is flush with the back guide before attempting to align it with the side guide. Failure to do so will activate the table switch before your paper is in punching position and result in faulty margin alignment.

<p>4.0 OPERATING INSTRUCTIONS (Continued)</p>

6. Take the test sheet out of the machine and fold it in half. Check to see if the space above the first hole is equal to the space below the last hole. Your test sheet was properly centered if the spaces are aligned equally. If they are not equal, adjust the side guide to correct the difference, punch, and repeat this check.
7. You are now ready to punch your books.

4.2 Foot Switch

Your Punch is equipped with a conventional foot switch. To use the foot switch, push the control switch to "Foot Switch" position. When using the foot switch to punch sheets, deactivate the table switch by using the safety catch.

4.3 Oversize Sheet Punching

Sheets larger than 16" (40.6 cm) on the binding edge may be punched using the "Open End" design of the punching mechanism.

1. Select a test sheet cut to the exact size of the sheets to be punched. Place a mark at the exact center of the binding edge.
2. Lay the test sheet along side the punch alignment scale with the left edge of the paper extending 1/8" (3.175 cm) to the left of hole #1.
3. If the center marker falls within a hole, slide the test sheet to the left until the mark is exactly centered between the two nearest holes.

If the center mark falls between the two holes, slide the test sheet to the left until the mark is exactly centered on the nearest hole.

4.0 OPERATING INSTRUCTIONS
(Continued)

4. Slide the paper side guide to the right until it touches the edge of the sheet, then lock the guide in place. It is recommended that you lock the safety catch, and use the foot switch for oversize sheet punching.
5. Depress the power switch to the "foot" position.
6. Insert the test sheet all the way into the throat of the punch, ensuring that the left edge is against the paper guide and the binding edge is against the back guide throughout its length.
7. Depress and release the foot switch one time; the punch will complete one cycle.
8. Remove the sheet; turn it over end-for-end, and reinsert as before. Depress and release the foot switch.
9. Remove the test sheet. Fold it in half along the binding edge. If the above steps have been performed accurately the distance between the end holes and edges of the sheet will be equal and within the edge guide marks. If they are not, shift the sheet guide slightly right or left as required. Punch another test.

4.4 Paper

Your Punch is capable of punching many varieties of paper and related stock. Because of the wide variation in the thickness of materials that can be punched, it is difficult to set a maximum number of sheets that should be punched at one time. It is recommended that not more than 40 sheets of 20 lb bond paper be punched at one time. Cover stock, acetate and cardboard should be punched in sets of no more than eight.

4.5 Paper Chip Drawer

The drawer can be removed by gently pulling it out of the machine. It is recommended that the contents be removed periodically to avoid jamming of the punching dies.