

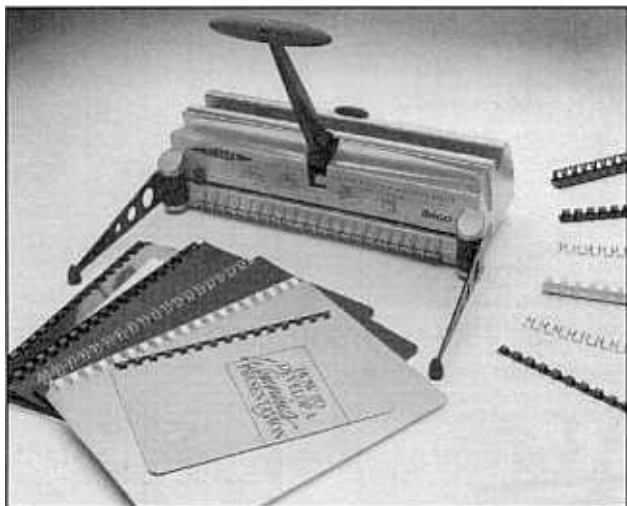


# HiTech

PLASTIC/WIRE BINDING SYSTEM

SYSTÈME DE RELIURE PLASTIQUE ET MÉTALLIQUE

SISTEMA DE ENCUADERNACIÓN: PLÁSTICO Y METÁLICO



## INSTRUCTION MANUAL MANUEL D'INSTRUCTIONS MANUAL DE OPERACION

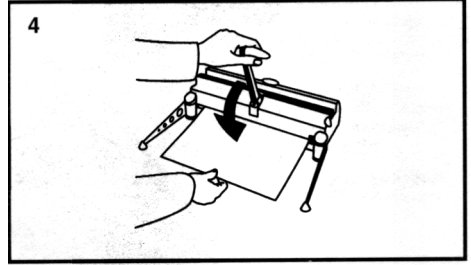
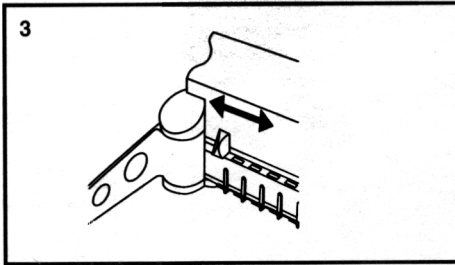
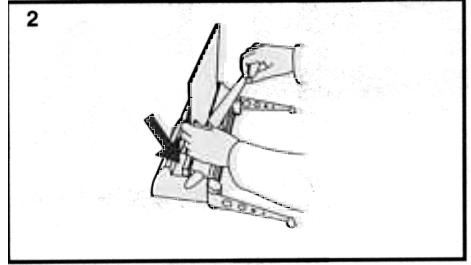
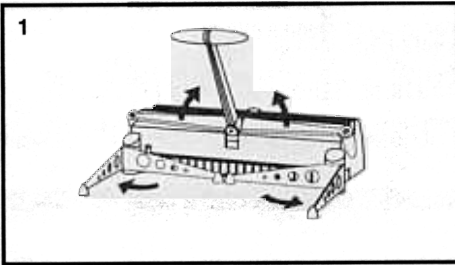
**Important:** Please read these instructions as it will only take you a few minutes.

**Important:** Veuillez prendre quelques minutes pour lire ces instructions.

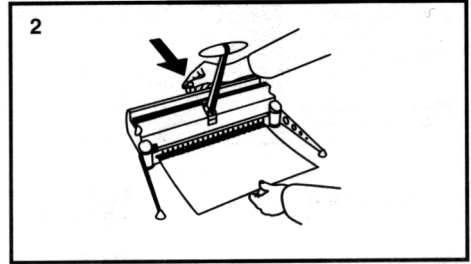
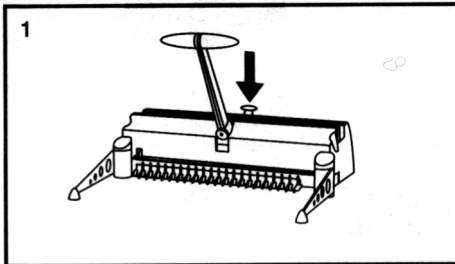
**Importante:** Rogamos tomarse unos minutos para leer estas instrucciones.



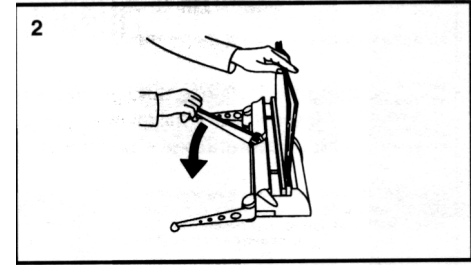
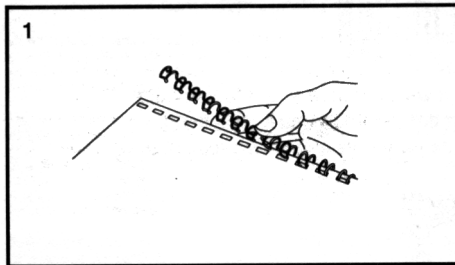
## PUNCHING / PERFORATION / PERFORACIÓN



## BINDING PLASTIC / RELIURE PLASTIQUE / ENCUADERNAR CON PLÁSTICO



## BINDING WIRE / RELIURE MÉTALLIQUE / ENCUADERNAR CON METÁLICO



# ENGLISH

## HITECH™ OPERATION MANUAL AND WARRANTY REGISTRATION

### SPECIFICATIONS

<b>Method of Operation:</b>	<b>Manual punch/Manual bind</b>
<b>Punching Capacity:</b>	<b>10-12 sheets per punch</b>
<b>Sheet size range:</b>	<b>Up to 11 1/4" (285,7mm)</b>
<b>Punch Hole Capacity:</b>	<b>19 progressive radius cut dies</b>
<b>Binding Capacity:</b>	<b>Binds 124 sheets, up to 9/16" (14,2mm) plastic comb Binds 100 sheets, up to 1/2" (12,7mm) wire comb</b>

### INSTALLATION AND SET-UP

Carefully unpack and inspect your new IBICO plastic and wire binding machine for shipping damage. If any damage is noticed it should be brought to the immediate attention of the delivery carrier.

The following instructions will demonstrate certain methods and techniques to improve your binding results. Before using the machine carefully read through these instructions.

This machine is designed to punch up to 12 sheets of common photocopier paper. Cover materials vary in thickness and composition; as a rule, covers should be punched two at a time separate from the document. Some brands of clear plastic covers and sheet protectors do not punch cleanly and may jam the machine. All IBICO cover materials are manufactured to punch cleanly in any IBICO machine.

### PUNCHING

1. **Open Machine** Lift up both operating levers until they click together as handle. Fold out support legs as shown.
2. **Select Comb Size** Pull handle down, slide document into the front of shaft, and move handle back. Now read comb size as indicated on blue scale (left side) behind your document.
3. **Set Paper Stop (side guide)** For proper punch alignment, press down blue paper stop and move it to the line indicated for your paper length (5 1/2" (139,7mm), 8 1/2" (215,9mm), 11" (279,4mm), 11 1/4" (285,7mm), or A4). Align RIGHT edge of blue paper stop with selected line. Push it up to secure alignment.

4. **Punch** Place up to 10-12 sheets of paper, or 1-2 covers into punch channel and align them against the rear of punch channel and paper stop. Pull handle down to punch.

### BINDING WITH PLASTIC COMBS

1. **Insert and Open Plastic Comb** Insert plastic comb behind metal rake with open side up. Slide it to the right to engage. Push binding lever slowly to open comb.
2. **Bind Plastic** Insert document vertically into plastic comb with its cover facing you. Lay document down flat and return binding lever to original position. Slide document to the left and remove.

**Note:** Sheets can be replaced or added, simply by placing bound materials into metal rake, and reversing steps 1 and 2.

### BINDING WITH WIRE COMBS

1. **Insert Wire Comb** For cleanest bound look, hide binding closure by placing the front and rear covers back to back on top of front cover. Insert wire comb of selected size into punched holes.
2. **Bind Wire** Insert document with wire into the back of shaft. Hold document firmly with open part of wire facing downward. Pull handle down slowly until selected comb size appears on the right side. Closed wire comb should be round in shape. Its upper and lower teeth should meet, but not pass or cross each other. Return handle to upright position. Remove bound document.

### REMOVING PUNCHING WASTE

Pull tray drawer to the right and remove from base of machine. Empty waste and return drawer to original position.

### LIMITED WARRANTY FOR PUNCHING AND BINDING EQUIPMENT

IBICO punching and binding equipment is warranted for a period of one year from the date of the dealer's sale to the consumer. Excluded from warranty are the dies which are subject to wear.

For service of a unit under warranty, send unit prepaid and insured to IBICO INC.

IBICO INC. will repair or replace at our option the unit free of charge and return it prepaid. Please include a copy of your paid invoice. Any unit sent without proof of purchase will not be serviced free of charge. Instead such units will be serviced at the prevailing rates and returned C.O.D.

This warranty extends to any IBICO machine that has been subject to misuse, neglect, accident, if the serial number has been altered or defaced, or if the unit has been opened.

This warranty contains the entire obligation of IBICO INC. Unless prohibited by law neither this warranty nor any other warranty express or implied, including implied warranties of merchantability, shall extend beyond the warranty period. No responsibility is assumed for incidental or consequential damages.

This warranty is valid only within the 48 contiguous states. IBICO INC. will honor this warranty outside this area with the stipulation that all shipping and related charges involved in transporting the defective unit to and from IBICO's premises will be borne by the customer.