



IBIMASTERTM



INSTRUCTION MANUAL MANUEL D'INSTRUCTION MANUAL DE OPERACION

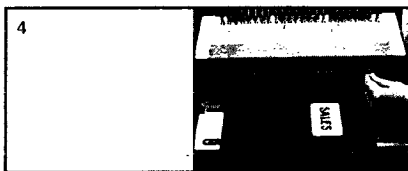
Important: Please read these instructions as it will only take you a few minutes.

Important: Veuillez prendre quelques minutes pour lire ces instructions.

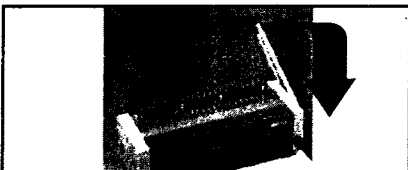
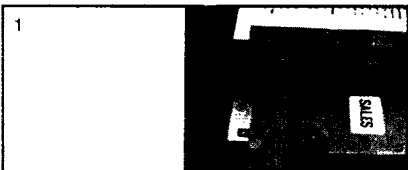
Importante: Rogamos tomarse unos minutos para leer estas instrucciones.



SET-UP / PRÉPARATION / PREPARACION



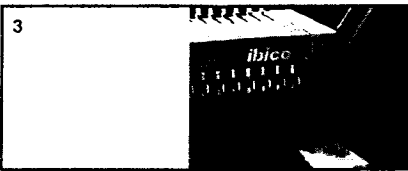
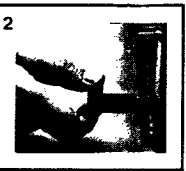
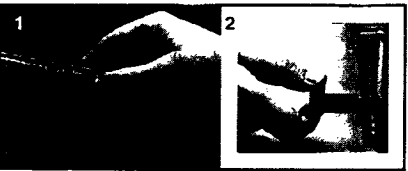
PUNCHING / PERFORATION / TROQUELAR



BINDING PLASTIC / RELIURE PLASTIQUE / ENCUADERNAR CON PLÁSTICO



BINDING WIRE / RELIURE MÉTALLIQUE / ENCUADERNAR CON ALAMBRE



IBIMASTER[™]

OPERATION MANUAL AND WARRANTY REGISTRATION

SPECIFICATIONS

Machine Dimensions (with handle)	16 1/2"W x 12"D x 9"H 16 1/2"W x 12"D x 13 3/4"H
Recommended Punching Capacity:	20 sheets per punch (standard copy paper). Punching capacity may vary with different materials.
Sheet size range:	1" to 14" size sheets
Punch Hole Capacity:	24 progressive radius cut dies
Binding Capacity:	425 sheets (2") plastic 120 sheets (1/2") wire

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 20 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.

SET-UP

1. **Attach handle to machine:**
Remove slotted screw on right side of machine. With handle in upright position, slide handle over post.
Replace screw to secure.
2. **Choose correct comb size:**
Slide document into built-in size guide to select appropriate binding comb size.

3. **Set margin depth:**
Adjust color-coded depth selector below handle to correspond with the color code on the size guide. This knob sets proper margin depth for your document. Be sure side guide is pressed into machine before punching to ensure all dies punch properly.
4. **Custom binding:**
IBIMASTER has 24 disengagable dies making it possible to punch virtually any length document up to 14". To punch the standard 19-hole pattern for 11" paper, disengage the 1st die and 21st through the 24th die by pulling them outward.

PUNCHING

1. With the handle in the upright position, insert sheets into machine, making sure they are flush into machine. (Use side guide to adjust position of document before punching.)
2. Pull the handle down to punch. Return the handle to original upright position. Remove paper.

Note: The waste drawer is located at the front of the machine. It is recommended that it is emptied regularly.

BINDING PLASTIC

1. Place binding behind metal fingers, open side up. (Handle will be stationary.)
Black knob on left side of machine can be used to automatically stop handle in same position every time for quicker operation during long binding runs.
2. Insert paper vertically into open rings, front cover facing you. Lay paper down horizontally. Return handle to upright position to close rings. Lift vertically to remove bound document.

BINDING WIRE

1. Insert wire comb of desired size into punched paper. Pull side button out to selected wire diameter for ideal closing of wire into round shape.
2. Insert open mouth of comb into the back of binding clamp. Hold document firmly in place while pulling handle forward to close binding element. Return handle to upright position. Remove bound document.