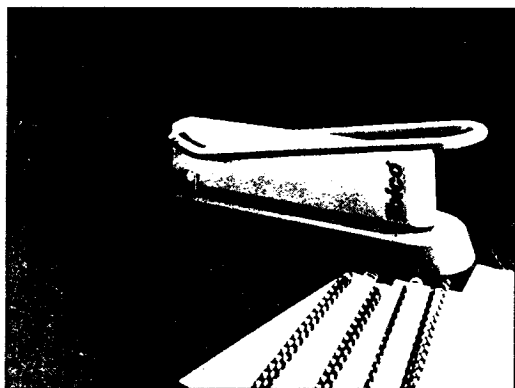




EB-19TM



INSTRUCTION MANUAL MANUEL D'INSTRUCTION MANUAL DE OPERACION

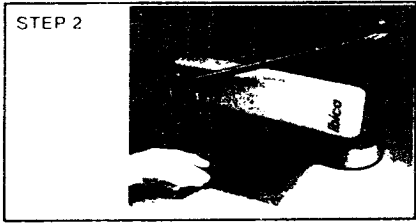
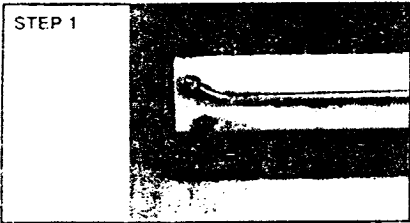
Important: Please read these instructions as it will only take you a few minutes.

Important: Veuillez prendre quelques minutes pour lire ces instructions.

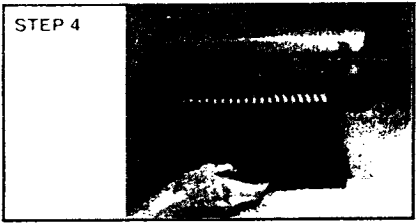
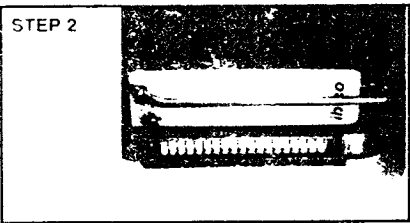
Importante: Rogamos tomarse unos minutos para leer estas instrucciones.



PUNCHING / PERFORATION / TROQUELAR



BINDING PLASTIC / RELIURE PLASTIQUE / ENCUADERNAR CON PLÁSTICO



BINDING WIRE / RELIURE MÉTALLIQUE / ENCUADERNAR CON ALAMBRE



EB-19™

OPERATION MANUAL AND WARRANTY REGISTRATION

SPECIFICATIONS

Machine Dimensions	18"W x 6"D x 5 1/4"H
Recommended Punching Capacity:	12 sheets per punch (standard copy paper). Punching capacity may vary with different materials.
Sheet size range:	1" to 11" size sheets
Punch Hole Capacity:	19 progressive radius cut dies
Binding Capacity:	Up to 5/8" thick (approx. 120 sheets) Up to 1/2" wire (approx. 90 sheets)

INSTALLATION AND SET-UP

Carefully unpack and inspect your new 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. For proper punching alignment, the side guide should be set to the right position for 8 1/2" x 11" paper and to the left position for oversized covers.
2. Raise the handle to the most upright position. Place up to 12 sheets of paper into the punch opening, marked with rectangles, flush to the side guide and back.
3. For punching ease, always grip the handle at the radius; press down to punch through the paper. Lift the handle upward to release and remove the paper.

Note: The waste drawer is located on the left side of the machine. It is recommended that it is emptied regularly.

BINDING PLASTIC

1. Choose a plastic comb (up to 5/8"). Comb diameter should be 1/8" larger than the document thickness.
2. Open the binding panel. Position the plastic comb behind the vertical binding fingers.
3. Allow the binding element to drop down between the vertical fingers. Push the elements to the right until the hooks of the binding fingers are inside the rings of the binding element.
4. Open the binding element by raising the binding handle in a counter clockwise direction. Place covers and paper on the binding element (front side down) and close the element by rotating the binding handle in the opposite direction.

BINDING WIRE

Wire binding is performed on the back side of the machine.

1. By hand, insert the wire comb of desired size into holes of the punched paper.

Using covers: For the cleanest bound look, hide the binding closure by placing the front and rear cover back to back at the front of the book and then insert the wire comb. After binding, this will hide the binding closure at the inside of the back cover.

2. A plastic gauge is located on the handle at the pivot point to assist in closing the wire element. Prior to lifting the handle the gauge should be aligned with the right edge of the machine. As the handle is lowered, the gauge indicates the desired wire size clamping stop.

Example: If using a 1/2" wire element, lower handle to the 1/2" mark to form and close the wire properly. Ideally the element should be round in shape and closed preventing removal of paper.

Insert the open side of wire comb into the back of the binding clamp. Hold book firmly in place while pulling down to close binding element.