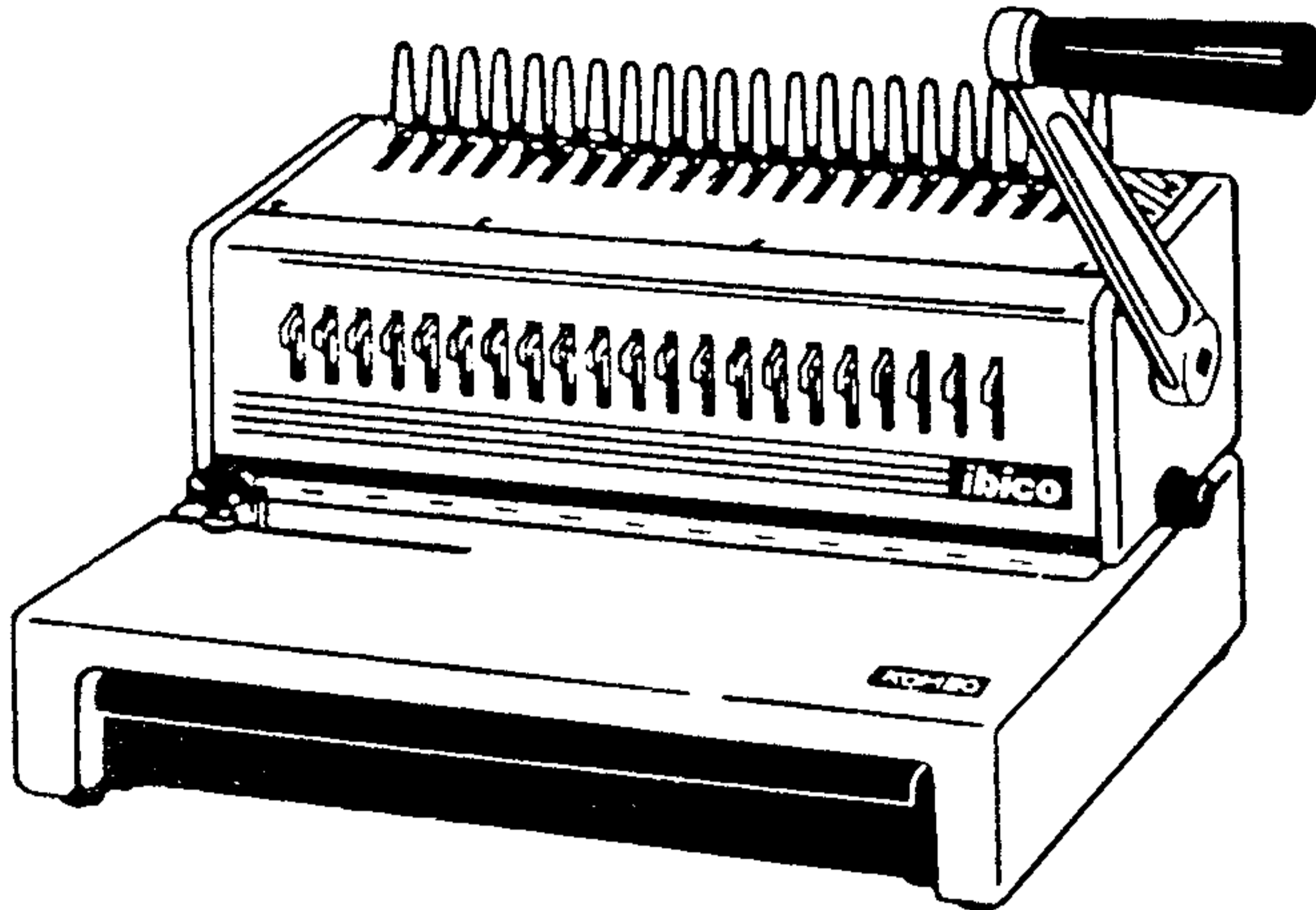




# KOMBO™



## INSTRUCTION MANUAL MANUEL D'INSTRUCTION MANUAL DE OPERACION

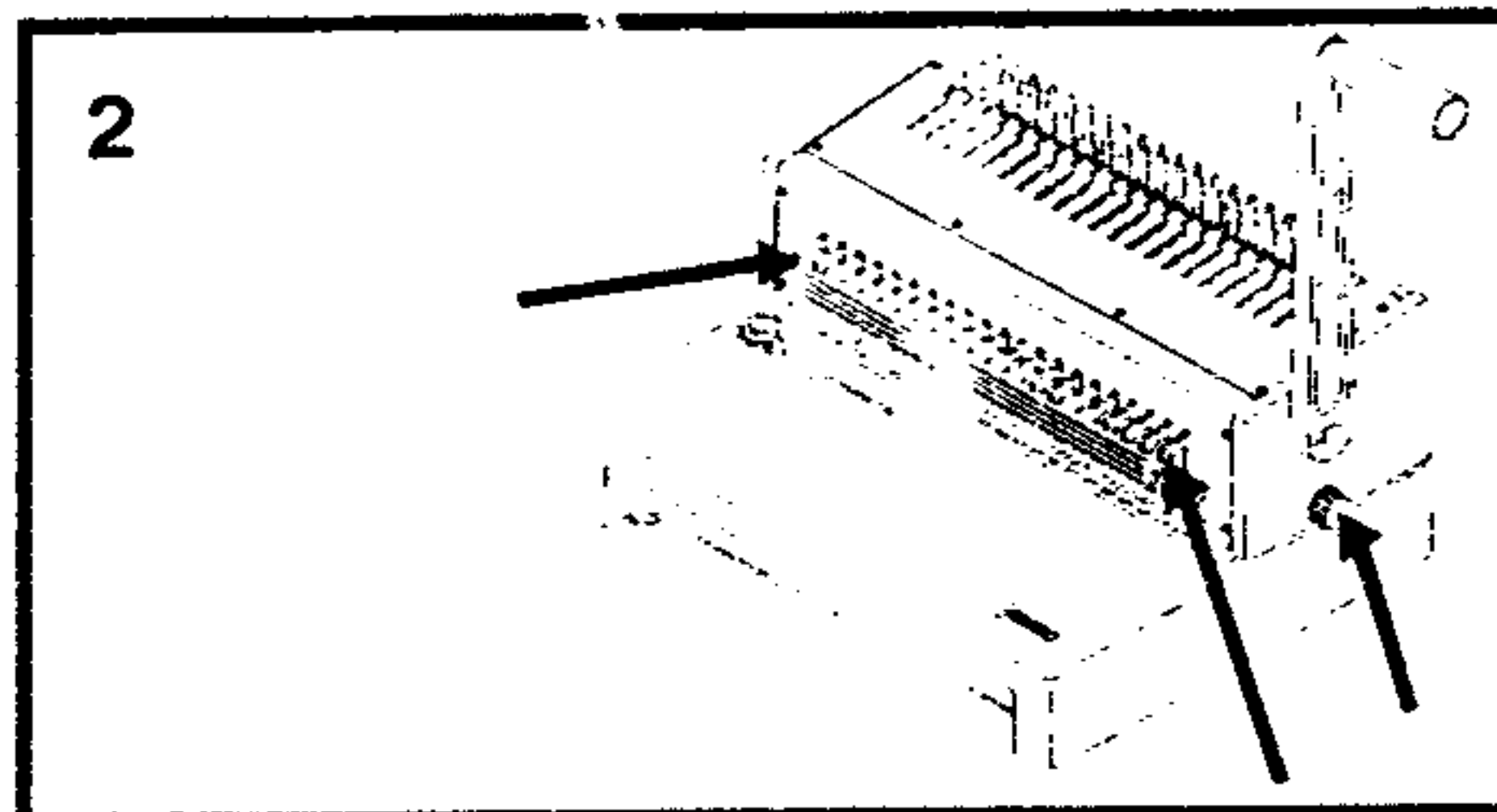
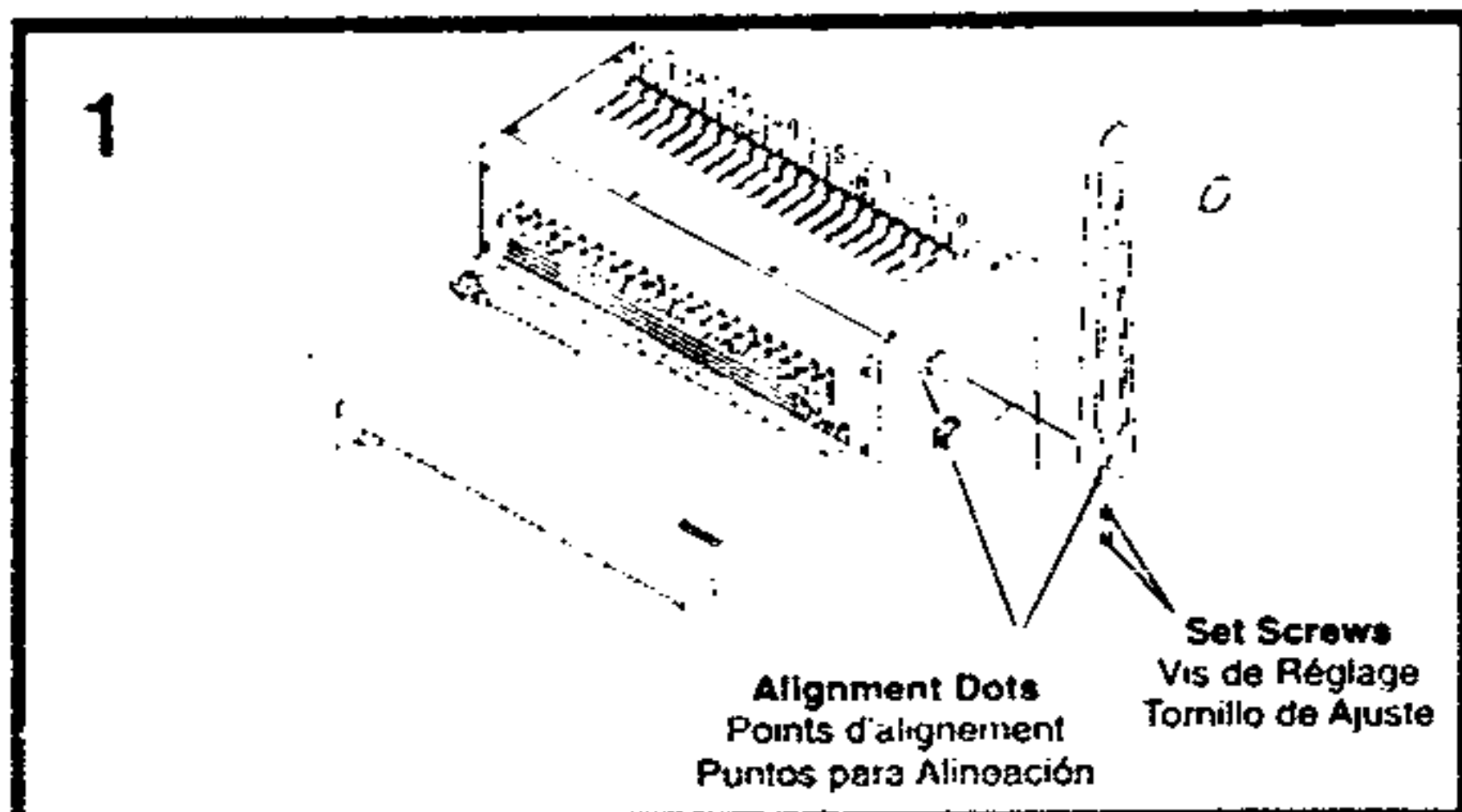
Important: Please read these instructions as it will only take you a few minutes.

Important: Veuillez prendre quelques minutes pour lire ces instructions.

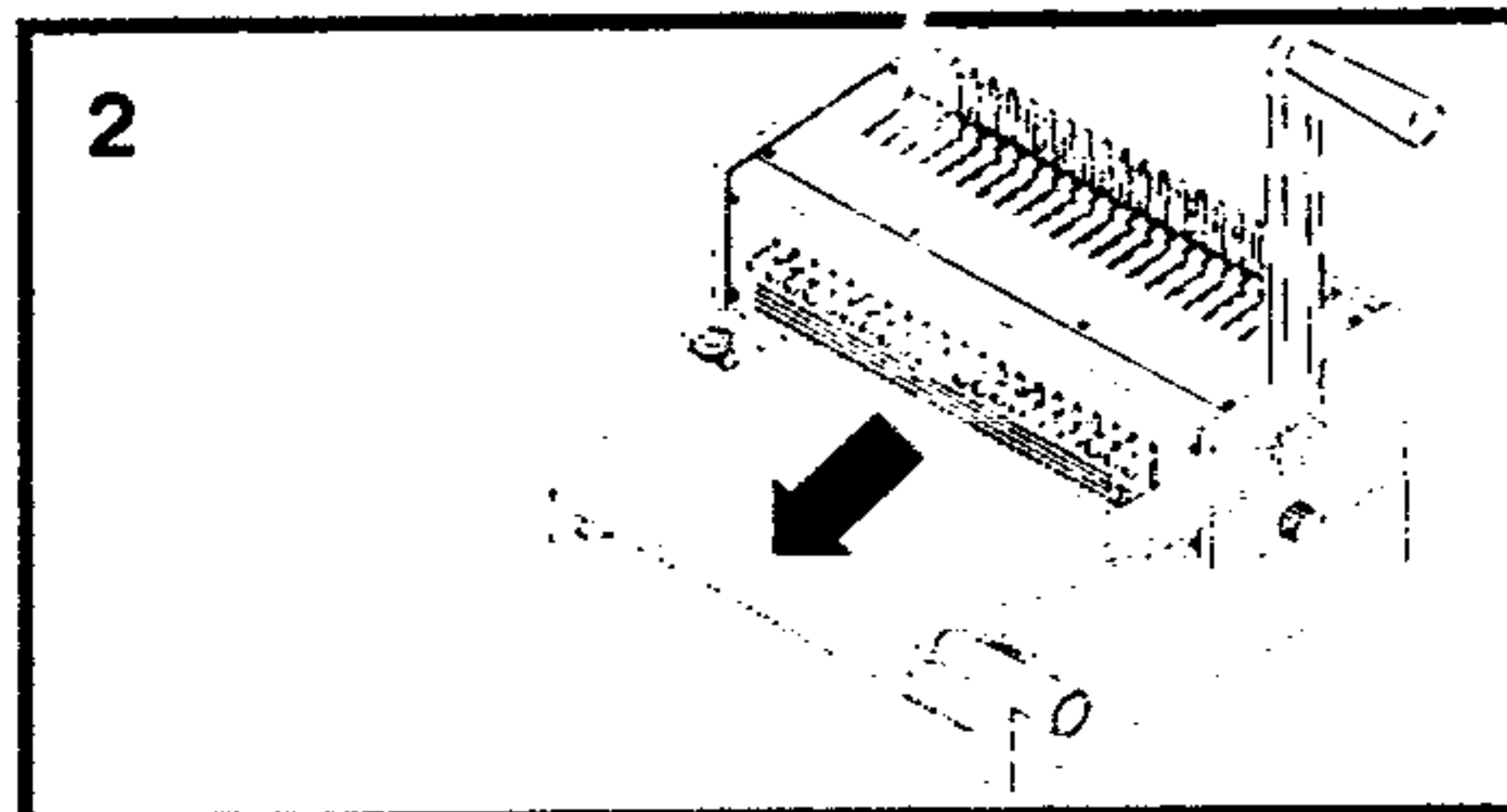
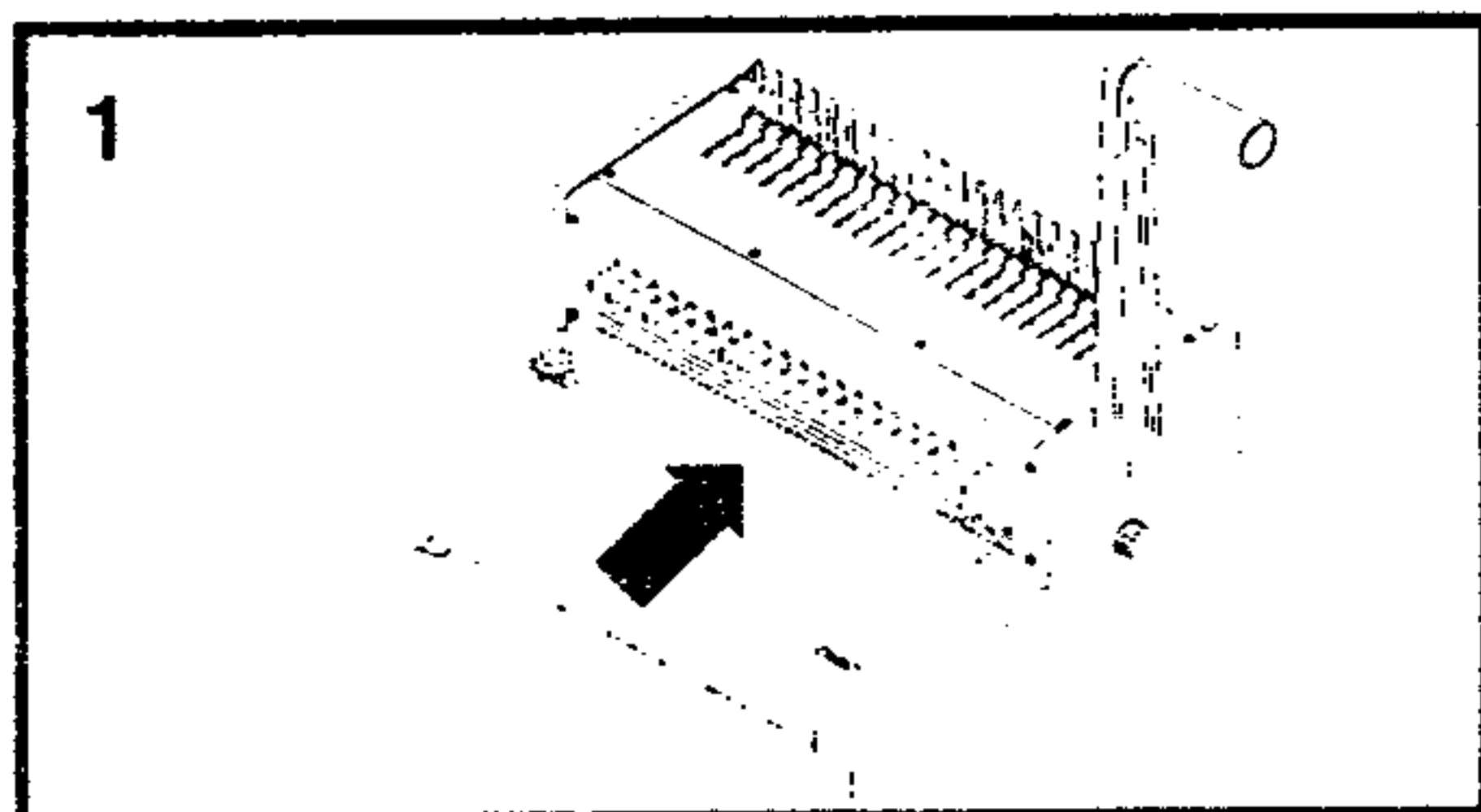
Importante: Rogamos tomarse unos minutos para leer estas instrucciones.



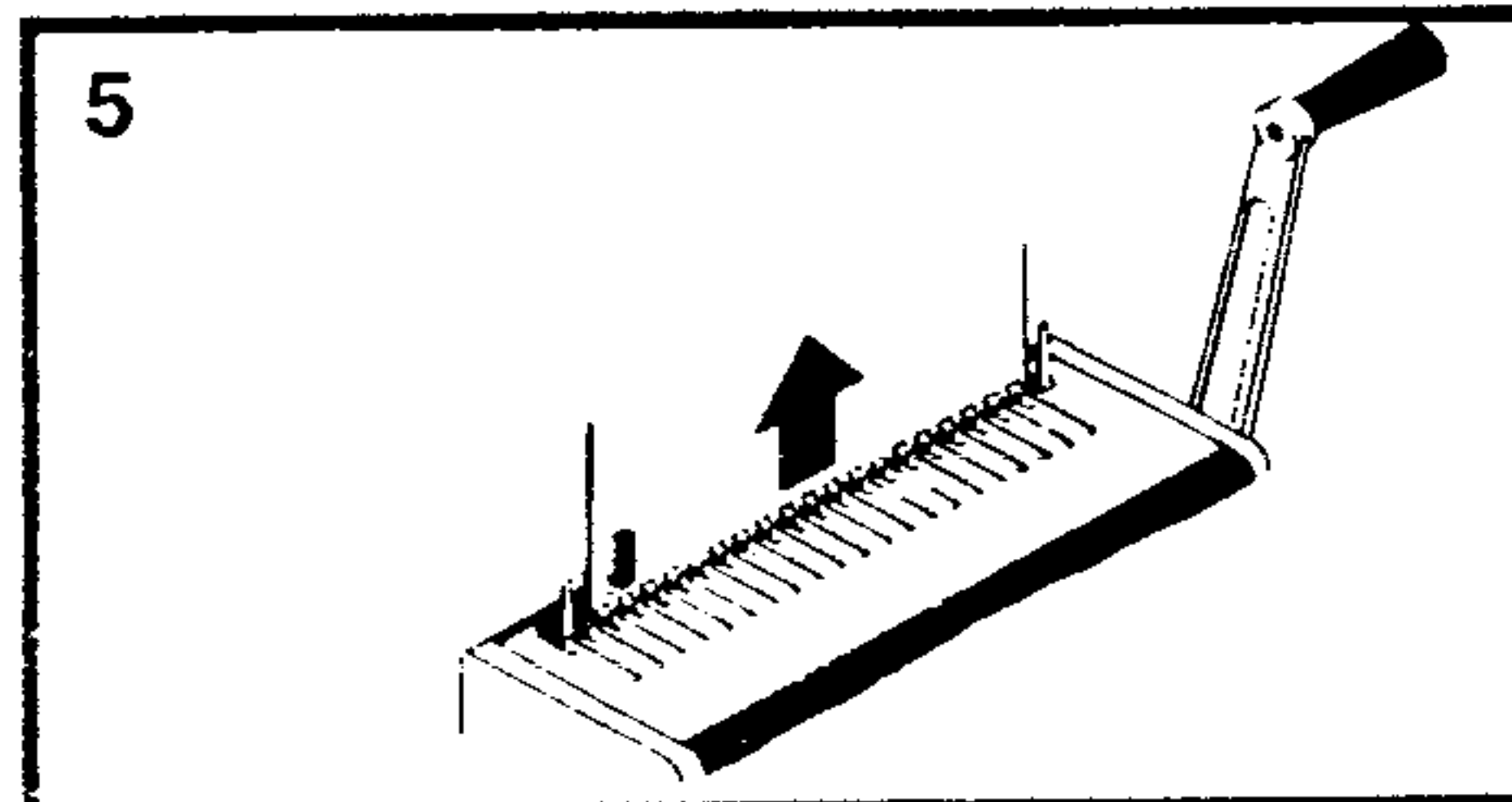
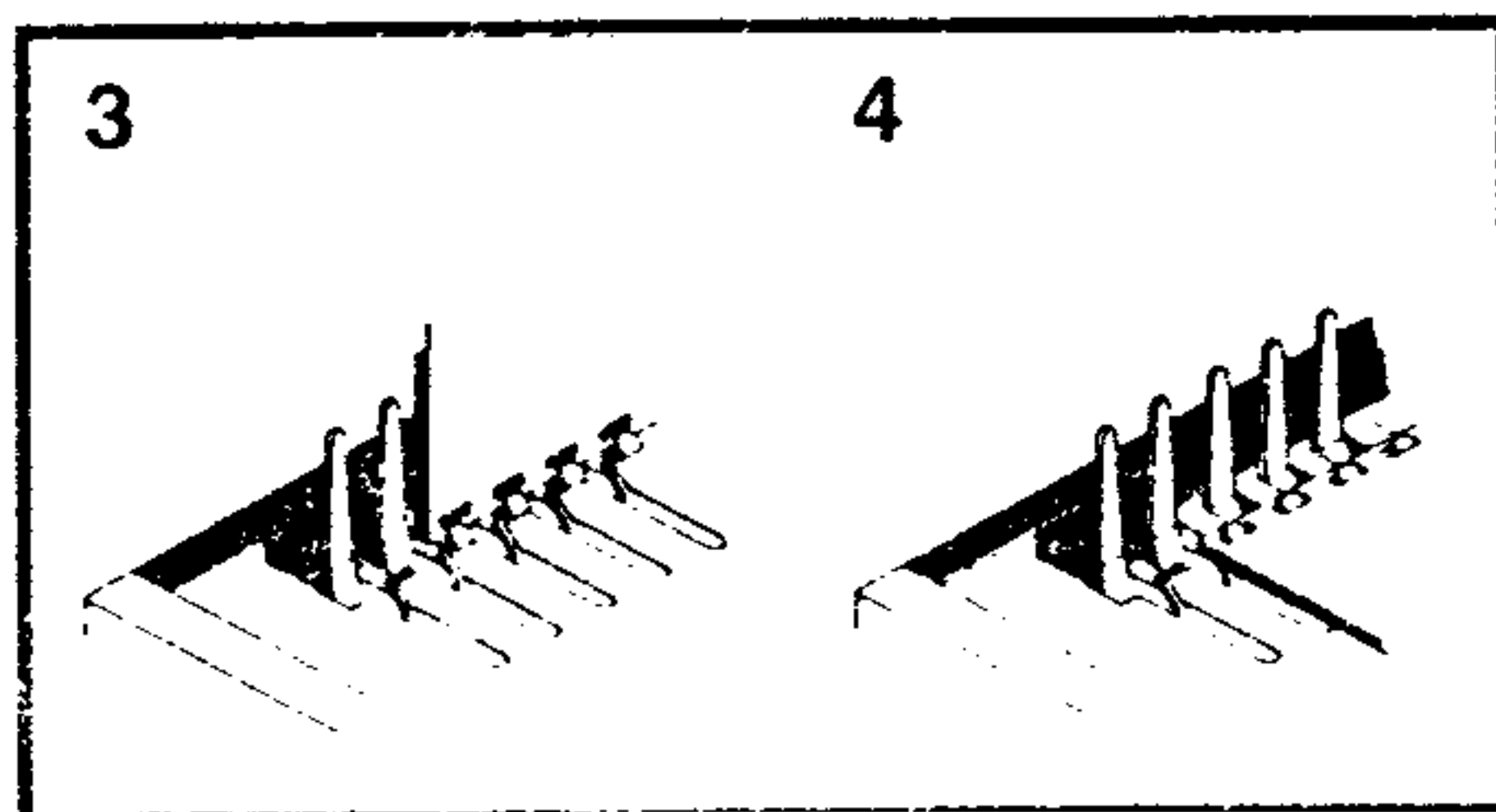
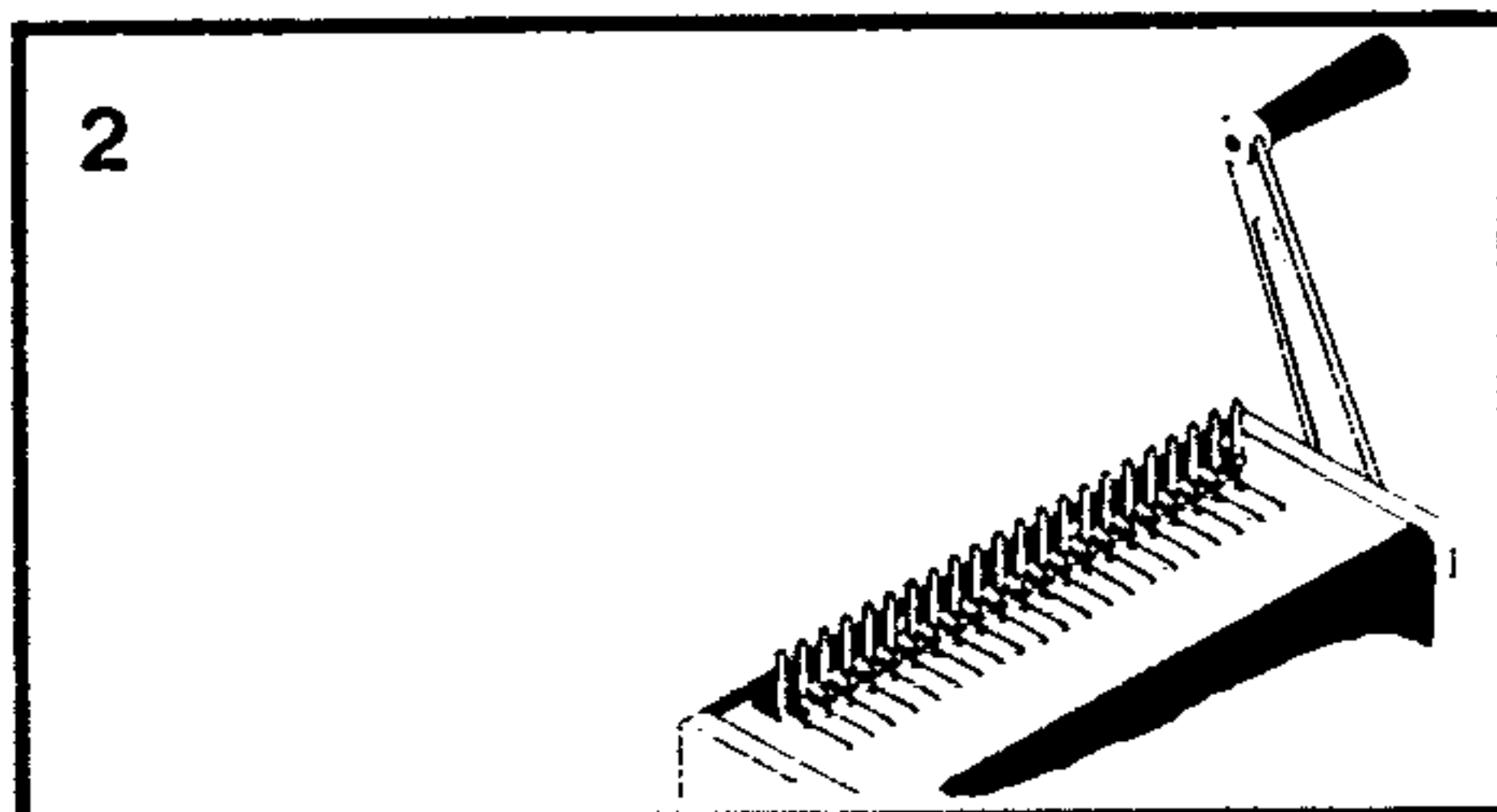
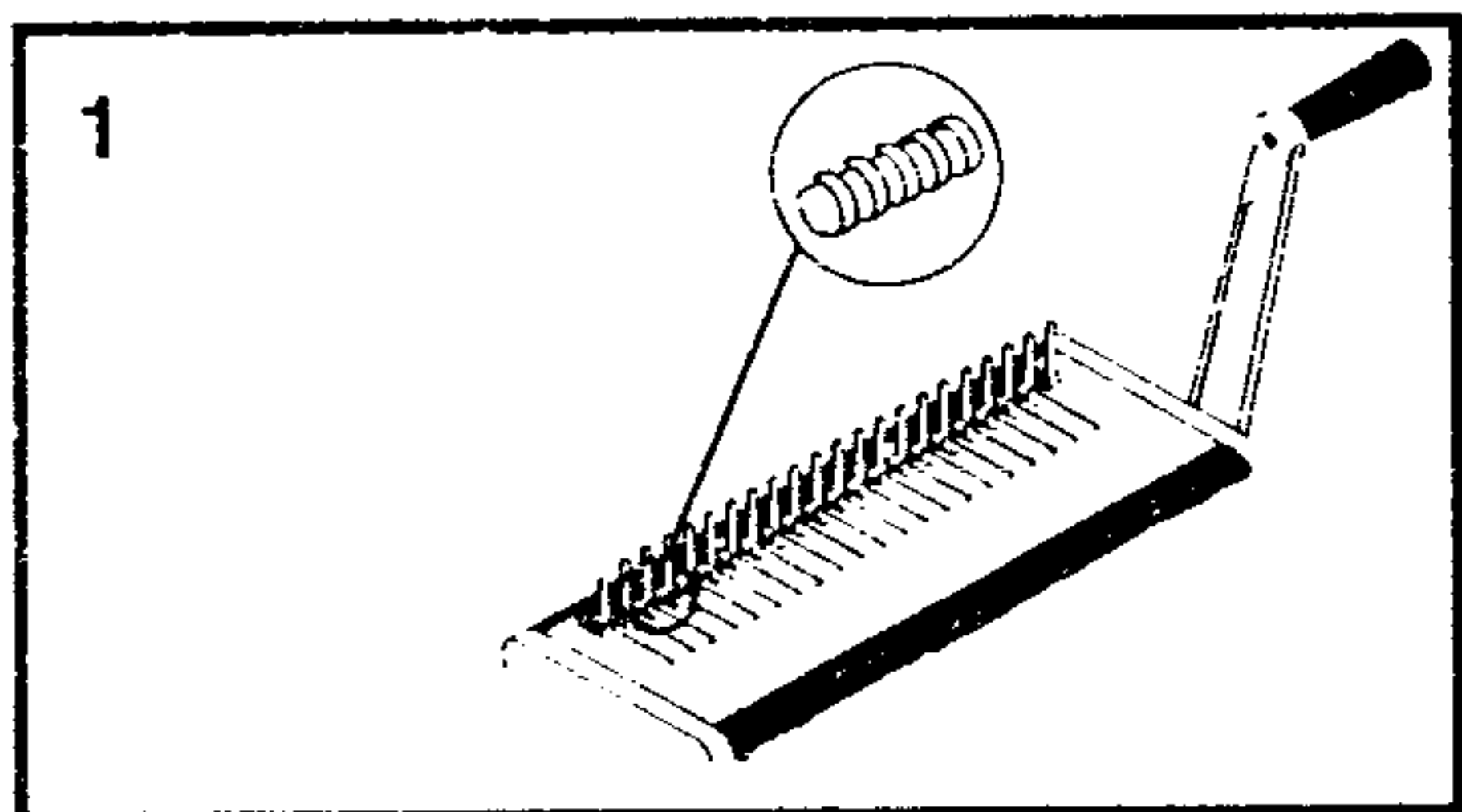
## ADJUSTMENTS / RÉGLAGES / AJUSTES



## PUNCHING / PERFORATION / TROQUELAR



## BINDING / RELIURE / ENCUADERNAR



# KOMBO™

## OPERATION MANUAL AND WARRANTY REGISTRATION

### SPECIFICATIONS

<b>Machine Dimensions (with handle)</b>	15"W x 12"D x 9 1/2"H 15"W x 12"D x 16 1/2"H
<b>Recommended Punching Capacity:</b>	20 sheets per punch (standard copy paper). Punching capacity may vary with different materials.
<b>Sheet size range:</b>	1" to 14" size sheets
<b>Punch Hole Capacity:</b>	21 progressive radius dies cut
<b>Binding Capacity:</b>	Up to 2" thick (approx. 425 pages)

### INSTALLATION AND SET-UP

Carefully unpack and inspect your new plastic 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.

### ADJUSTMENTS

#### Attach Handle

1. Slide the handle vertically onto the main shaft protruding from the right side of the machine making sure the alignment dots are matched as shown in picture.
2. Rotate handle to the rear of the machine. Using the included Allen wrench remove one of the two set screws from the handle. Tighten the inner screw to complete installation.

#### Choose Comb Size and Set Margin Depth

Comb size should be 1/8" larger than document thickness. The black knob on the right side of the machine is used to select punch margin depth. Use this guide to determine which setting to use:

		Comb Size
Position 1	—	3/16" - 1/4"
Position 2	—	5/16" - 7/16"
Position 3	—	1/2" - 5/8"
Position 4	—	3/4" - 2"

#### Custom Binding

The Kombo has 21 disengagable dies making it possible to punch documents any length up to 12". To punch standard 11" paper, disengage the first and twenty-first dies 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

1. Place binding element open side up behind metal fingers.
2. Push handle to the rear to open rings.
3. Insert paper vertically; front cover facing you.
4. Lay paper down horizontally.
5. Return handle to upright position to close rings. Lift vertically to remove bound document.

**Note:** The black knob on the left side of the machine can be set for the handle to stop automatically at the same position. This will assist in long binding runs. Simply push it in and turn.