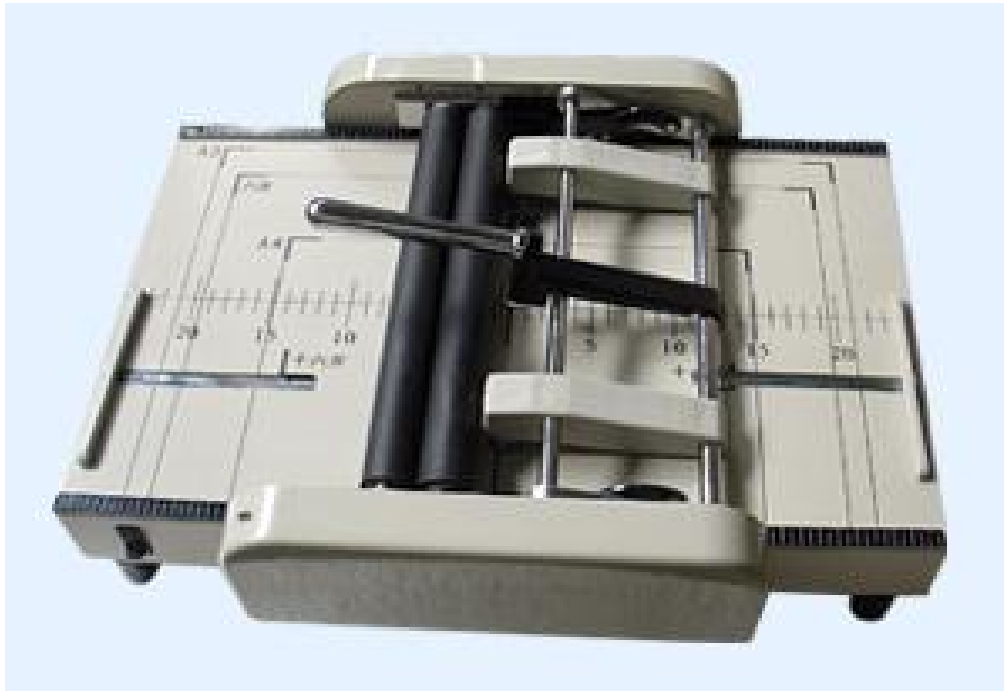


BOOK FOLDING MACHINE



OPERATION INSTRUCTION

OFFICE EQUIPMENTS CO.,LTD

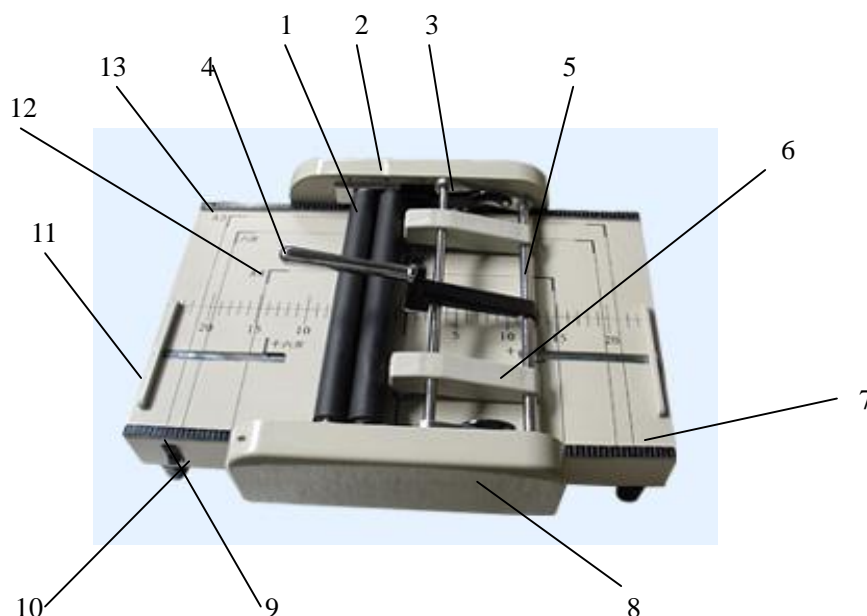
1. Product introduction

This booking binding and folding machine, is one product of advanced designed, excellent craftwork, first-rank quality. It gathers the book binding, book folding , and book madding. It is the ideal selection for the office working for its cabinet exterior and also its using is very easy.

2. Safety instruction

- a) Use the power which is suitable to the machine
- b) Use the standard paper and staple.
- c) Please pull the handle clockwise immediately when folding book, or else, the gear wheel might be broken down.
- d) Do not put your hands under the stapler when binding book, or else, your hands might be hurt.
- e) Do not touch the roller of paper folding when the machine is working, or else, your hands might be beared in it.

3. Parts



- 1. roller of paper folding
- 3. accessory knighthood
- 5. dominical knighthood

- 2. back cover
- 4. handle
- 6. stapler

- | | |
|-------------------------|--------------------|
| 7. anterior ruler | 8 . anterior cover |
| 9.switch | 10. rubber feet |
| 11. warding paper plate | 12. panel |
| 13.back ruler | |

4. Operation process

1). Preparation before operation

- a. Install the handle.
- b. Install the staple
- c. Inspect every parts in the machine if they work flexibly.

2). Operation process

- a. Select the base of binding. (use the anterior ruler or the back ruler as the base according to the panel instruction).
- b. Select the stapler position according to the paper size.
- c. Fix the paper position by moving the warding paper plate. (one side of paper should be leaned tightly, and other two sides should be leaned the warding paper plate.)
- d. Take hold of the handle and press it, and the book is binded over.
- e. Take hold of the handle by right hand and pull it in clockwise , the gear wheel is folded, and then the book folding is finished.
- f. After operating, please replace the machine every parts, and clear the machine.

5. Maintenance

- a. Please clear the machine after your everyday work.
- b. Please immit some lubricant in some moving parts every quarter, such as the chain wheel, the running axis, that can ensure the machine working smoothly.

Specification

Paper size	Max. 297mm×420mm Min. 197mm×273mm
Max. binding capacity	20 pages (80g/page)
Max. folding capacity	14 page (80g/page) or 56 pages of small volume
Voltage	AC220V 0.5A 50Hz
Power	40W
Exterior size	L500mm×W395mm×H220mm
Weight	13kg