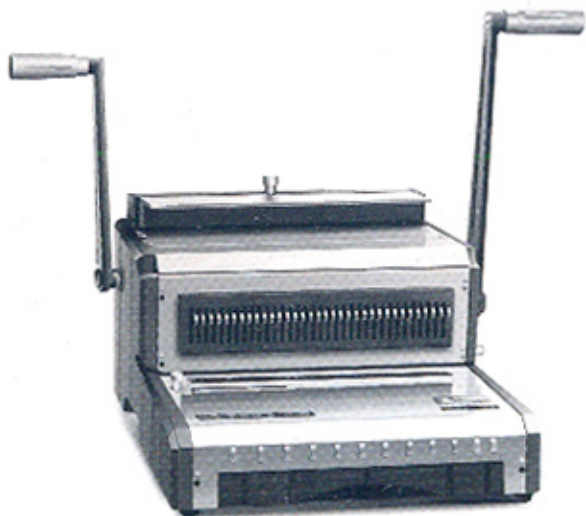


INSTRUCTION

Heavy-duty Manual Double Wire Binding Machine S310



Please follow all instructions and save this manual

● THANKS:

Thanks for purchasing S310. We are confident that our S310 will be a good assistance for your document presentation. Please read this instruction carefully to get the most out of your Wire Binding for many years of trouble-free service

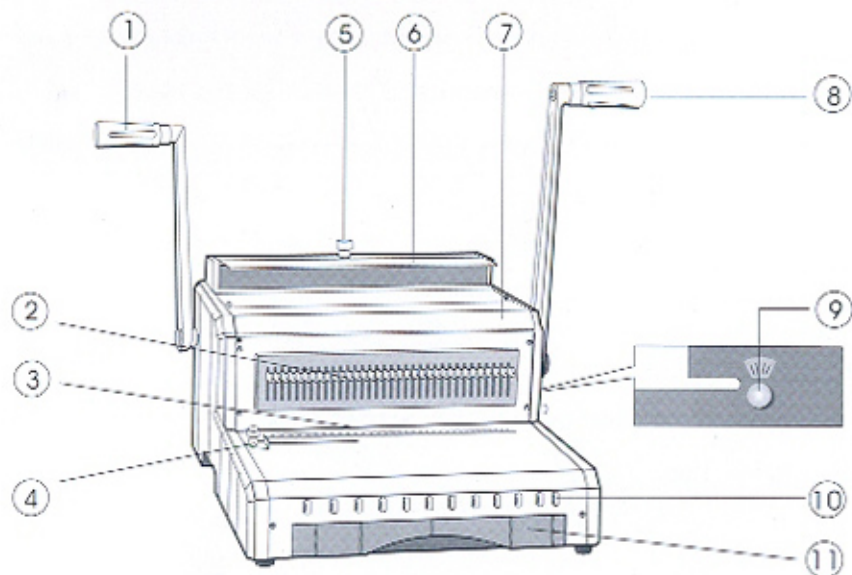
● CHECK

1. Main machine 1 pc
2. Long handle 1 pc; Short handle 1 pc; Screws 2 pcs.
3. Instruction 1 pc.

● FEATURES

1. All metal made mechanism, rock-firm and durable machine.
2. Easy to punching without noise.
3. 35 pins released easily.
4. Make it easy to professionally bind important documents, such as Calendar, Reports, Notebooks, Albums and Booklets etc.

● STRUCTURE



- | | |
|-----------------------------|--------------------------------|
| ① Pressing Wire Handle | ⑥ Wire- close Pressing Board |
| ② Disengaged Pins | ⑦ Wire Grip Board. |
| ③ Punching Slot | ⑧ Punching Handle |
| ④ Paper Stop Guide | ⑨ Margin Depth Adjustment Knob |
| ⑤ Wire - close Control Knob | ⑩ Twin wire hooks |
| | ⑪ Waster paper tray |

● CAUTIONS

1. This unit made by metal structure, net weight up to 17kgs, do not rough handle it.
- 2 This unit is manual use, please place it on a secure and stable work area.
- 3 Remove all material parts from the documents (Paper, PVC, PET),never punch the metal material in order to protect the pins.
- 4 Do not insert your fingers into the Wire-close Slot while pressing the wires in case of any damage.
- 5 Keep the Operating Instruction with the unit at all time.
- 6 Come to your local distributor for service after-sale,do not try to repair the unit by yourself.
- 7 Keep the unit away from the dampness.

● SPECIFICATION

Max sheets per punch(70-80g):	25sheets
Max Binding capacity:	120 sheets(diameter of wire 9/16" /14.3mm
Max punching holes:	35 holes (34 holes A4 sheets)
Punching hole size/ distance between holes (3:1):	4x4mm/ 8.67mm
Margin width: :	3mm\5mm\7mm\9mm
Disengaging Pins:	35 push -pull pins
Machine Dimension:	62X42.4X23 cm
Net Weight:	17kgs

● OPERATION

1 Before punching

A Get the documents ready in order.

B Decide the desired margin size (See Chart 1)

C Adjust the Margin Depth Adjustment Knob on right side of machine to the desired margin size (3mm\5mm\7mm\9mm)

D Set the Paper Stop Guide to the appropriate paper size (See Chart 2)



Chart 1



Chart 2

Note : the last pin (count from left to right) has to be released when punching A4 (34 holes).

E If you are punching the other size paper, please pull out the Disengaged pins marked with the corresponding size. Make sure the last pin will not damage the documents. (See Chart 3)



Chart 3

F Use a testing paper to check the holes and margin right or not before formal punching.

2 Punching

- A Place the ready document flat on base of machine aligning it against the Paper Stop Guide and sliding it horizontally into the Punching Slot.

Follow up the below Chart to set the Max punch sheets:

Document type	Paper 80g	PET Cover0.12mm	Cardboard <2.5mm
Max punching sheets	25	8	1

- B While holding the documents into place, slowly pull the Punching Handle down towards the document.
- C Push Handle upwards back to its initial position and remove the punched document out, and keep the documents in order.

3 Binding

- A To bind the documents correctly, be sure to choose the correct size wire, please check the below Chart to do so:

Diameter	4.8mm 3/16"	6.4mm 1/4"	8mm 5/16"	9.5mm 3/8"	11.1mm 7/16"	12.7mm 1/2"	14.3mm 9/16"
Sheets 70-80g	30	45	60	75	95	105	120

- B Press and open The Wire Grip Board, locate the selected wire into the grip slot horizontally, then release the Wire Grip Board to press the wire with the opening mouth on top properly. (See the Chart 4 and 5).

- C Insert the punched front covers, documents, back covers into the wire mouth carefully (See the Chart 6).
- D Place the wire with documents into the Grip Slot horizontally (under the Wire Grip Board), make sure the mouth of the wire stick to the magnetic wall.(See the Chart 7)
- E Adjust the Wire-close Control knob to the right position as per the range of the wire size, note that the diameter will be larger if the Knob closer to the right within the range(See Chart 8).
- F Pull down the Press Wire Handle and close the wire ring properly, such action can be repeated two or three times to bind out the perfect document.
- G Remove the bound documents from the grip slot and finish the binding.

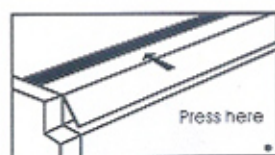


Chart 4

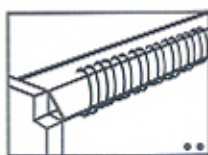


Chart 5

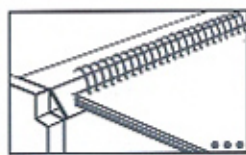


Chart6

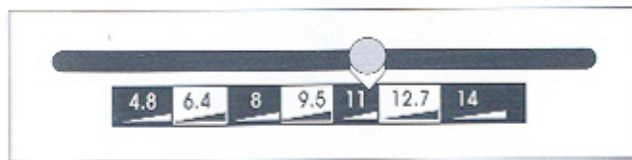
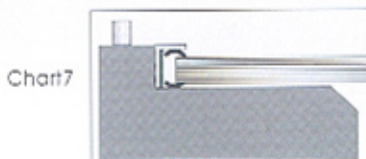


Chart 8