

Akiles OffiBind Comb Binding Machine

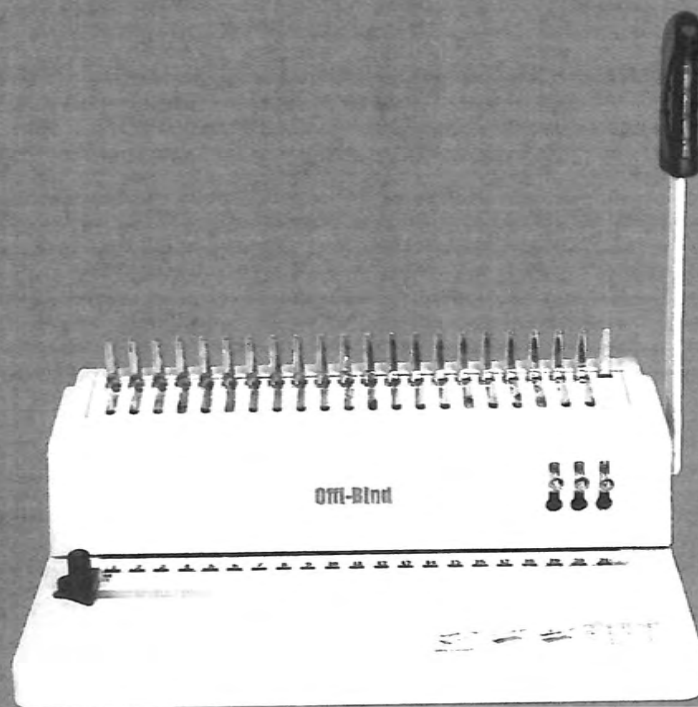
Instruction Manual



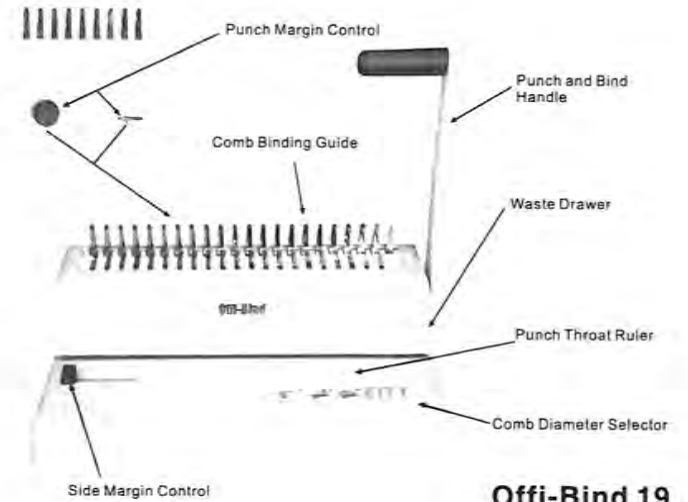
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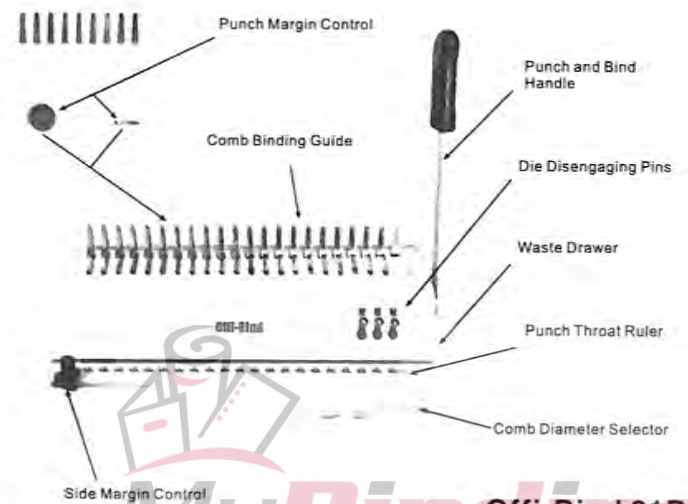
Offi-Bind



OFFI-BIND OPERATIONAL MANUAL



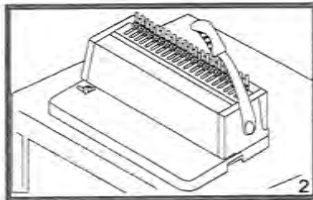
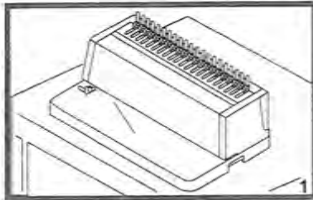
**Offi-Bind 19
Offi-Bind 21**



Offi-Bind 21D

ASSEMBLY

1. Place your new Offi-Bind on top of a sturdy-working table. See picture1.
2. Remove the screw from the punching axle. Insert the punching handle, in a vertical position, onto the punching axle and tighten back the screw into the punching axle. (make sure the screw is well fastened). See picture2.



SET-UP

1. DETERMINE THE CORRECT COMB DIAMETER(SIZE)FOR YOUR DOCUMENT:

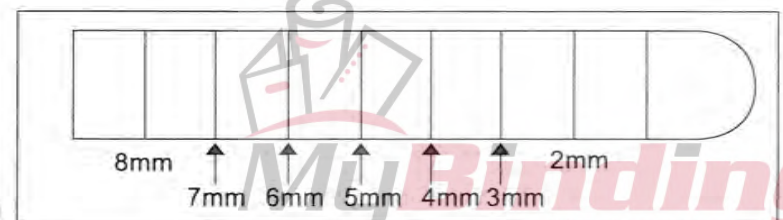
| Comb | Sheets(20Lbs) | Comb | Sheets(20Lbs) |
|-------|---------------|--------|---------------|
| 3/16" | 12 | 9/16" | 100 |
| 1/4" | 20 | 5/8" | 120 |
| 5/16" | 40 | 3/4" | 150 |
| 3/8" | 55 | 7/8" | 170 |
| 7/16" | 70 | 1" | 200 |
| 1/2" | 90 | 1-1/8" | 230 |
| | | 1-1/4" | 250 |
| | | 1-1/2" | 290 |
| | | 1-3/4" | 260 |
| | | 2" | 425 |

• Your will find this table on the base of your Offi-Bind.

2. ADJUST THE DEPTH MARGIN:

| Comb Size | Depth Position |
|--------------|----------------|
| 3/16" | 2MM |
| 1/4" a 5/16" | 3MM |
| 3/8" a 1/2" | 4MM |
| 9/16" a 3/4" | 5MM |
| 7/8" a 1" | 6MM |
| 1-1/8" a 2" | 8MM |

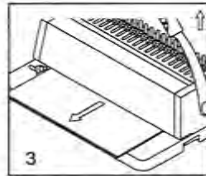
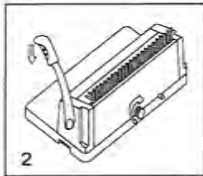
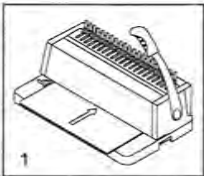
Punch Margin Control (On back side of Offi-Bind)



3. ADJUST THE SIDE MARGIN CONTROL IN ORDER TO CENTER YOUR DOCUMENT ON THE PUNCH THROAT RULER. IMPORTANT: YOU MAY WANT TO PUNCH A WASTE PIECE OF PAPER TO DOUBLE CHECK THAT YOUR DOCUMENT WILL BE EVENLY CENTERED. SEE 'PUNCHING INSTRUCTIONS'.
4. FOR OFFIBIND 21D ONLY: (IF NEEDED) USE DISENGAGING PINS FUNCTION TO PREVENT PARTIAL - BORDER PERFORATION, WHILE MAINTAINING AN EVENLY CENTERED PUNCH.

PUNCHING

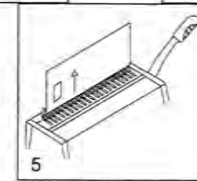
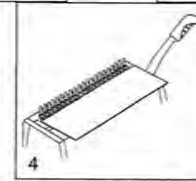
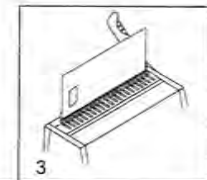
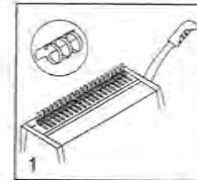
- A. INSERT UP TO 10 SHEETS OF PAPER (20LBS) INTO YOUR Offi-Bind. SEE PICTURE 1.
- B. ALIGN THESE SHEETS AGAINST THE SIDE MARGIN CONTROL & PULL THE PUNCH HANDLE DOWN. SEE PICTURE 2.
- C. PULL HANDLE BACK (UP) & REMOVE SHEETS. SEE PICTURE 3.
- D. REPEAT STEPS A, B, C UNTIL YOU HAVE PUNCHED YOUR ENTIRE DOCUMENT.



REMARK : DO NOT FORGET TO PERIODICALLY EMPTY YOUR Offi-Bind's WASTE DRAWER, AS NEEDED.

BINDING

- A. PLACE YOUR COMB ONTO THE COMB-BINDING GUIDE. MAKE SURE THAT THE COMB OPENING IS FACING UP. SEE PICTURE 1.
- B. PULL THE BIND HANDLE TO OPEN THE COMB. SEE PICTURE 2.
- C. INSERT THE PUNCHED DOCUMENT ONTO THE COMB. SEE PICTURE 3.
- D. PULL THE BIND HANDLE FORWARD TO CLOSE THE COMB. SEE PICTURE 4.
- E. REMOVE YOUR NEW BOUND DOCUMENT. SEE PICTURE 5.



WARRANTY POLICY

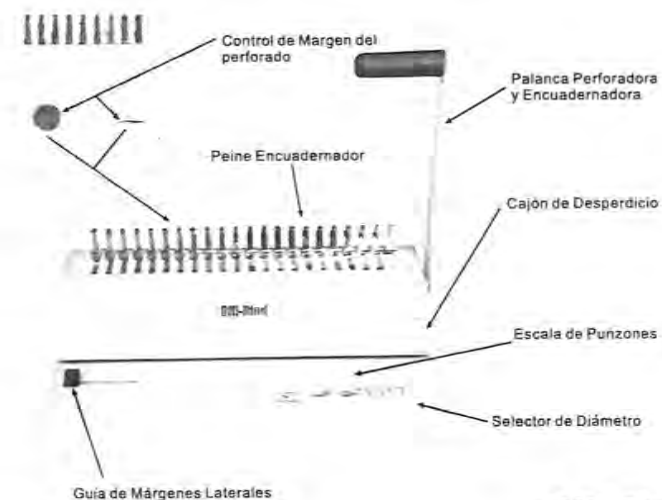
YOUR Offi-Bind HAS A WARRANTY OF 6 MONTHS, FROM ITS PURCHASE DATE. IN THE EVENT OF A MANUFACTURERS DEFECT, YOUR DISTRIBUTOR (AT OPTION) WILL REPAIR OR REPLACE IT. IMPORTANT: THIS WARRANTY DOES NOT COVER DAMAGES DUE IMPROPER USE OR MISS TREATMENT OF THE UNIT, INCLUDING ANY EXTRAORDINARY EVENT LEADING TO THE DAMAGE OF THE MACHINE, WHETHER IT IS REVERSIBLE OR NOT.

IF YOUR Offi-Bind IS NOT BINDING PROPERLY, FIRST FOLLOW THE CORRECTIVE ACTIONS ABOVE. IF THE PROBLEM PERSISTS, PLEASE CONTACT YOUR DEALER FOR FURTHER INSTRUCTIONS. PLEASE HAVE YOUR MACHINES SERIAL NUMBER AND PURCHASE DATE READY. IF THE MACHINE MUST BE RETURNED TO YOUR DISTRIBUTOR, IT IS YOUR RESPONSIBILITY TO PROPERLY PACK AND SHIP IT, AS ANY DAMAGE INCURRED DURING ITS TRANSPORTATION IS NOT COVERED BY OUR WARRANTY POLICY.

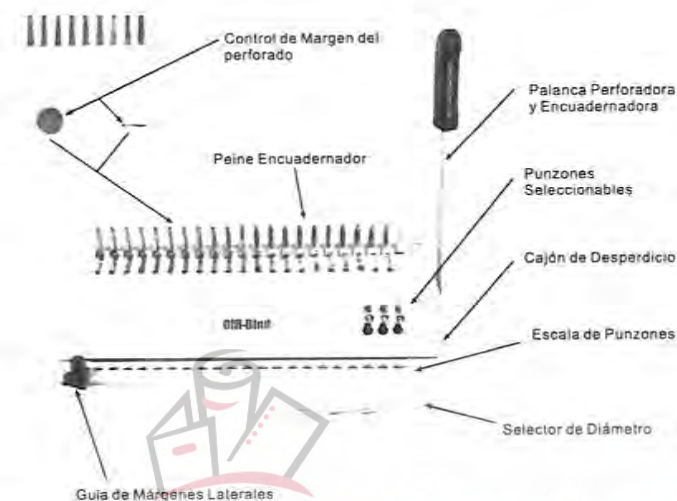
Offi-Bind FEATURES

| | Offi-Bind19 | Offi-Bind21 | Offi-Bind21D |
|------------------------|-------------------------|--------------|-----------------------------------|
| Binding Length: | Letter (19 Rings) | A4(21 Rings) | A4(21 Rings) 3disengaging pins |
| Binding Capacity: | From 3/16" To 2" | | From 3/16" To 2" |
| Single Punch Capacity: | Up To 10 Sheets(20Lbs.) | | Up To 10 Sheets(20Lbs.) |
| Side Margin Control: | Included | | Included |
| Punch Margin Control: | Included | | Included |
| Waste Drawer: | Included | | Included |
| Gross Weight: | 10.5 Lbs(4.8Kg.) | | 11 Lbs(5 Kg.) |
| Dimensions: | 14.5"x9.8"x5.6" | | 14.4"x8.6"x5.5" |
| Volume(carton) | 0.6 CbFt | | 0.64 CbFt |
| Warranty | 6 months | | 6 months |

OFFI BIND MANUAL DE OPERACIONES

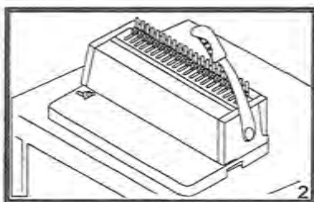
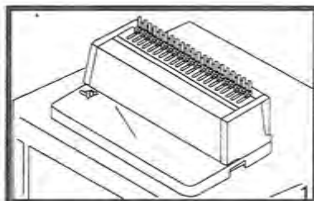


**Offi-Bind 19
Offi-Bind 21**



ENSAMBLE

1. Coloque su Offi-Bind sobre una mesa de trabajo fuerte y sólida, ver foto 1.
2. Remueva el tornillo del *eje perforador*, coloque la *palanca perforadora* en el *eje perforador* (como enseña la foto 2) y fije esta con el tornillo (asegúrese de apretar bien el tornillo).



PREPARACION

1. DETERMINE EL DIÁMETRO DEL ARILLO (GARRA) APROPIADO

PARA SU DOCUMENTO:

| Arillo | Hojas de 80gr | Arillo | Hojas de 80gr |
|--------|---------------|--------|---------------|
| 3/16" | 12 | 9/16" | 100 |
| 1/4" | 20 | 5/8" | 120 |
| 5/16" | 40 | 3/4" | 150 |
| 3/8" | 55 | 7/8" | 170 |
| 7/16" | 70 | 1" | 200 |
| 1/2" | 90 | 1-118" | 230 |
| | | 1-114" | 250 |
| | | 1-112" | 290 |
| | | 1-314" | 260 |
| | | 2" | 425 |

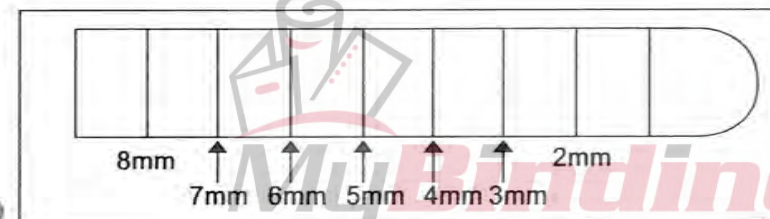
- Esta misma tabla la encuentra en la base de su Offi-Bind

2. AJUSTE EL MARGEN DEL PERFORADO DE ACUERDO AL

DIÁMETRO DEL ARILLO:

| Arillo | Posicion |
|--------------|----------|
| 3/16" | 2MM |
| 1/4" a 5/16" | 3MM |
| 3/8" a 1/2" | 4MM |
| 9/16" a 3/4" | 5MM |
| 7/8" a 1" | 6MM |
| 1/1/8" a 2" | 8MM |

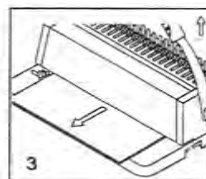
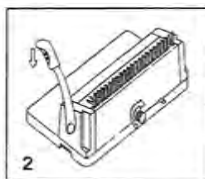
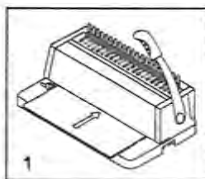
Control del Margen del Perforado (parte posterior de su Offi-Bind)



3. UTILIZANDO EL GUIA DE MARGENES LATERALES, CENTRE BIEN LAS HOJAS EN LA ESCALA DE PERFORADO.
4. SOLO PARA EL MODELO OFFIBIND 21D (DE REQUERIRSE) UTILICE LOS PUNZONES SELECCIONABLES PARA UNA ENCUADERNACION LIMPIA Y BIEN CENTRADA CON DIFERENTES TAMAÑOS DE PAPEL.

PERFORACION

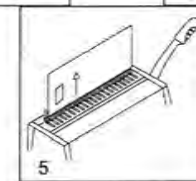
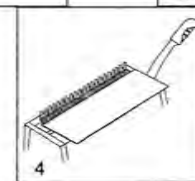
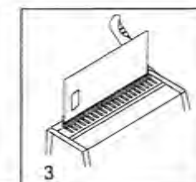
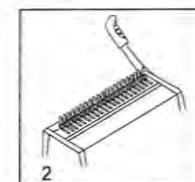
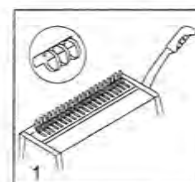
- A. INTRODUZCA HASTA 10 HOJAS DE 80 GR. EN LA BOCA DE SU Offi-Bind HASTA QUE ESTAS TOQUEN EL FONDO, VER FOTO 1.
- B. ESCUADRE LAS HOJAS CONTRA EL CONTROL DE MARGENES LATERALES Y JALE LA PALANCA PERFORADORA HACIA ABAJO. VER FOTO 2.
- C. HALE LA PALANCA PERFORADORA HACIA ARRIBA Y QUITE LAS HOJAS, VER FOTO 3.
- D. REPITA LOS PASOS A, B, C HASTA PERFORAR TODAS LAS HOJAS DE SU DOCUMENTO.



OBSERVACIÓN: NO SE OLVIDE DE VACIAR EL CAJON PARA DESPERDICIO CUANTAS VECES SEA NECESARIO.

ENCUADERNACION

- A. POSICIONES EL ARILLO SOBRE EL PEINE ENCUADERNADOR. ASEGÚRESE DE QUE LA ABERTURA DEL ARILLO QUEDE BOCA ARRIBA. VER FOTO 1.
- B. JALE LA PALANCA ENCUADERNADORA HACIA ATRAS, PARA ABRIR EL ARILLO. VER FOTO 2.
- C. COLOQUE LAS HOJAS PERFORADAS DENTRO DEL ARILLO. VER FOTO 3.
- D. JALE LA PALANCA ENCUADERNADORA HACIA ADELANTE PARA CERRAR EL ARILLO. VER FOTO 4.
- E. REMUEVA SU NUEVO ENCUADERNADO DEL PEINE ENCUADERNADOR Y LISTO. VER FOTO 5.



POLIZA DE GARANTIA

SU Offi-Bind ESTA GARANTIZADA POR UN PERIODO DE 180 DIAS A PARTIR DE LA FECHA DE COMPRA. EN EL EVENTO DE UN DEFECTO DE FABRICACIÓN O FUNCIONAMIENTO, SU DISTRIBUIDOR (EN SU OPCIÓN) LE REPARARÁ O REEMPLAZARÁ EL EQUIPO. NOTA: ESTA GARANTÍA NO CUBRE DAÑOS OCASIONADOS POR EL MAL USO, MAL TRATO ASÍ COMO DAÑOS EXTRAORDINARIOS SEAN O NO PREVISIBLES.

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Offi-Bind ■

SI SU Offi-Bind NO ESTA ENCUADERNANDO ADECUADAMENTE, PRIMERO PRUEBE CONFORME SE ENSEÑA EN ESTE MANUAL. SI EL MAL FUNCIONAMIENTO NO SE CORRIGE, CONTACTE A SU DISTRIBUIDOR PARA OBTENER INSTRUCCIONES CORRESPONDIENTES. POR FAVOR, ASEGÚRESE DE TENER CONSIGO EL NÚMERO DE SERIE Y FECHA DE COMPRA DEL EQUIPO.

ACLARACION: SI SU Offi-Bind TIENE QUE SER REGRESADA A SU DISTRIBUIDOR, ES SU RESPONSABILIDAD EMPACAR Y DESPACHAR APROPIADAMENTE EL EQUIPO, YA QUE LOS DAÑOS QUE PUDIERAN OCURRIR EN EL TRANSPORTE NO ESTÁN CUBIERTOS POR LA PÓLIZA DE GARANTÍA.

Offi-Bind FEATURES

| | Offi-Bind19 | Offi-Bind21 | Offi-Bind21D |
|----------------------------------|---------------------------------|----------------|---|
| Capacidad Máxima de Largo: | Carta(19 Arillos) | A4(21 Arillos) | A4(21 Arillos) 3 Punzones seleccionables |
| Capacidad de Encuadernación: | Desde 3/16 " hasta 2 " | | Desde 3/16 " hasta 2 " |
| Capacidad de Perforado: | Hasta 10 hojas de 80gr.a la vez | | Hasta 10 hojas de 80gr.a la vez |
| Control de Márgenes Laterales: | Incluye | | Incluye |
| Control de Margen del Perforado: | Incluye | | Incluye |
| Cajón de Desperdicio: | Incluye | | Incluye |
| Peso Bruto: | 4.8Kg. | | 5 Kg. |
| Dimensiones: | 370mmx250mmx144mm | | 366mmx220mmx140mm |
| Volumen(caja): | 0.6CbFt | | 0.64CbFt |
| Garantía: | 180 días | | 180 días |



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- ZIPBIND SPINES
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- SPIRAL COIL
- INDEX TABS