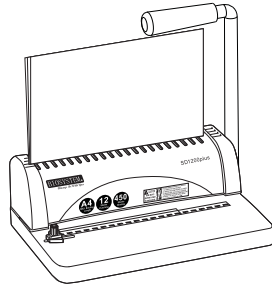


2- BINDING DOCUMENT

- Select the appropriate plastic comb to suit the document size (see chart). For example: a 60 sheet document would require a plastic binding comb of 12mm in diameter.
- Insert the plastic comb behind the comb fingers. When handle is pushed up, the comb opening hooks travel forward-opening the loaded plastic comb.
- Hold the punched sheets vertically, and then rotate forward over the opened fingers of the binding comb. For best results, load the face cover first, Continue loading all the sheets and rear cover until the document is complete.
- Pull down the handle to close the plastic comb.

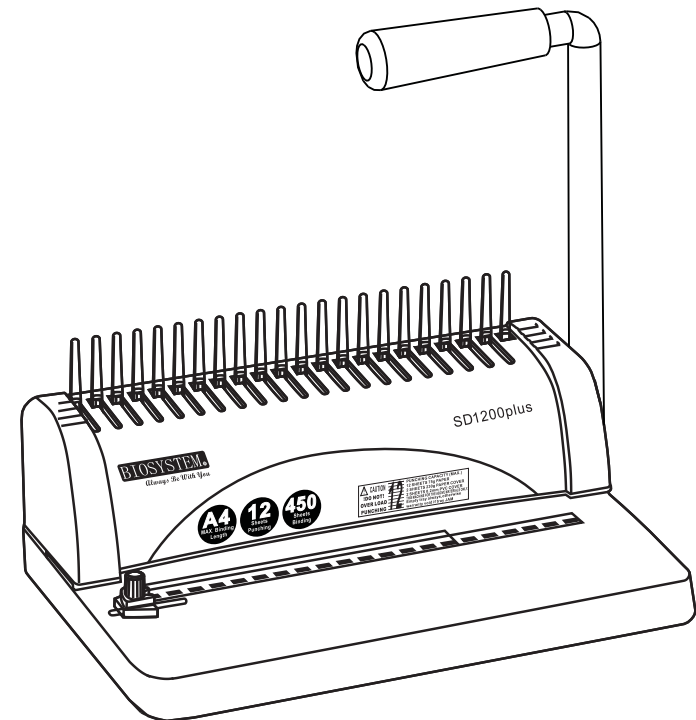


Always empty the Waste Tray. The opening of waste tray is located at rear of the machine.

BINDING MACHINE

INSTRUCTION MANUAL

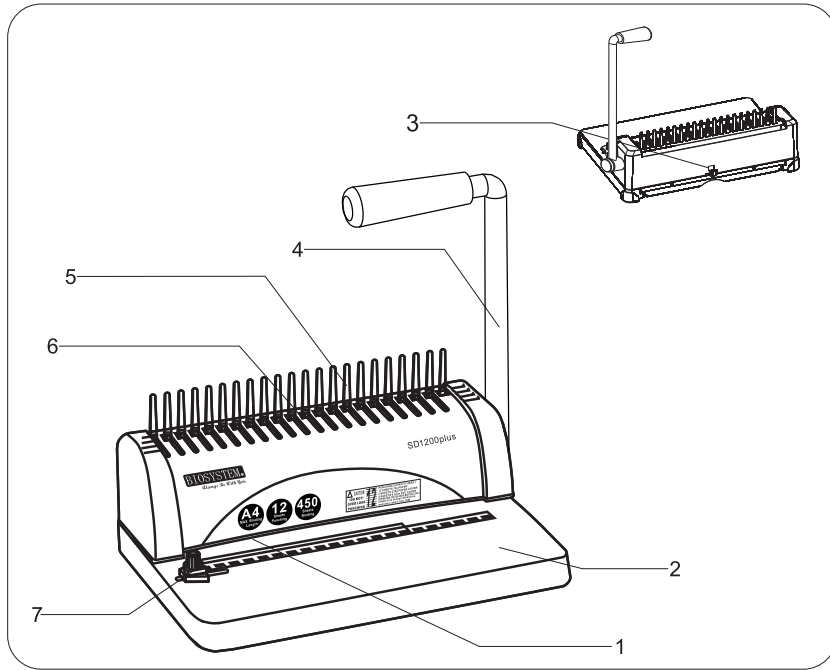
BIOSYSTEM® SD1200plus



Please read these instructions before use.

●EQUIPMENT PARTS:

- ① PAPER ENTRY ② BASE ③ MARGIN DEPTH ADJUSTER ④ HANDLE
⑤ COMB FINGERS ⑥ COMB OPENING HOOK ⑦ EDGE GUIDE



●CAPABILITIES

PAPER SIZE	A4 A5
MAX. BINDING	450 sheets (A4) 51mm
MAX. PUNCH CAPACITY	12 sheets (A4 75g) 2 sheets of 0.2mm PVC cover 2 sheets of 230g PAPER cover
PUNCH HOLES	21 (fixed)
HOLE SIZE :	3x8mm

●COMB SIZE GUIDE

The chart below shows the appropriate comb size to suit any document.

Metric system(MM)	British system(inch)	sheets
6	1/4	1-20
8	5/16	20-40
10	3/8	40-60
12	1/2	60-80
14	9/16	80-100
16	5/8	100-120
20	3/4	120-150
22	7/8	150-200
25	1	200-230
28	1 1/8	230-250
32	1 1/4	250-290
35	1 3/8	290-320
38	1 1/2	320-360
45	1 3/4	360-400
51	2	400-450

●OPERATION

When using comb binders, these basic precautions should be followed

1. When punching, always ensure the machine is on a flat and stable surface.
2. Always test the punching machine with some scrap paper before punching the actual document.
3. When punching PVC or PC covers, best results will be achieved by placing some papers on either side of the cover.
4. Do not punch more than the maximum number of sheets recommended.
5. Do not punch metallic objects such as staples or paper clips etc.
6. Remember to empty the waste tray regularly, ideally after each session.

1- PUNCHING DOCUMENT

Operate the machine on a flat and stable surface. Ensure the waste tray is correctly fitted at the rear of the machine.

- Position the Edge Guide to the desired position (A4 or A5). The Edge Guide can be locked or unlocked by turning the knob.

Adjust Margin depth adjuster to the desired position. Test to punch the scrap sheet and check result. Collate the paper in order, insert paper into Paper Entry to the end.

- Press down the Handle to punch paper.

