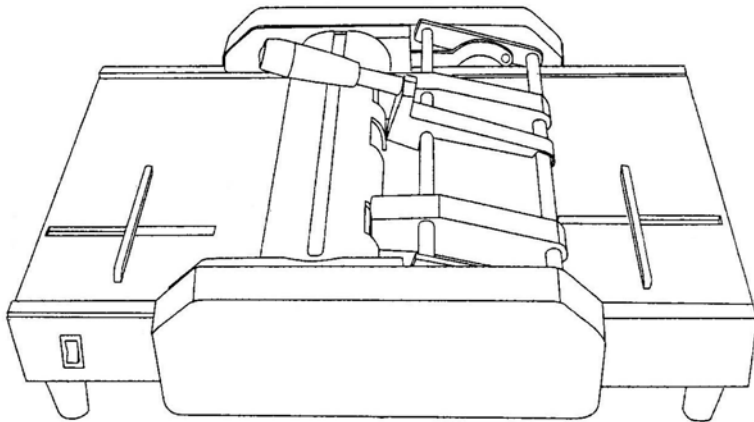


## OPERATION MANUAL

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Keep this manual so that it can be retrieved whenever needed

## CAUTION

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When the machine is running, never put your hands near or under the rollers.

Do not remove the bottom lid, front and rear covers from the machine. The inside of the machine contains high voltage parts or hazardous moving parts, which may cause electric shock or personal injury.

A socket-outlet shall be installed near the equipment and shall be easily accessible.

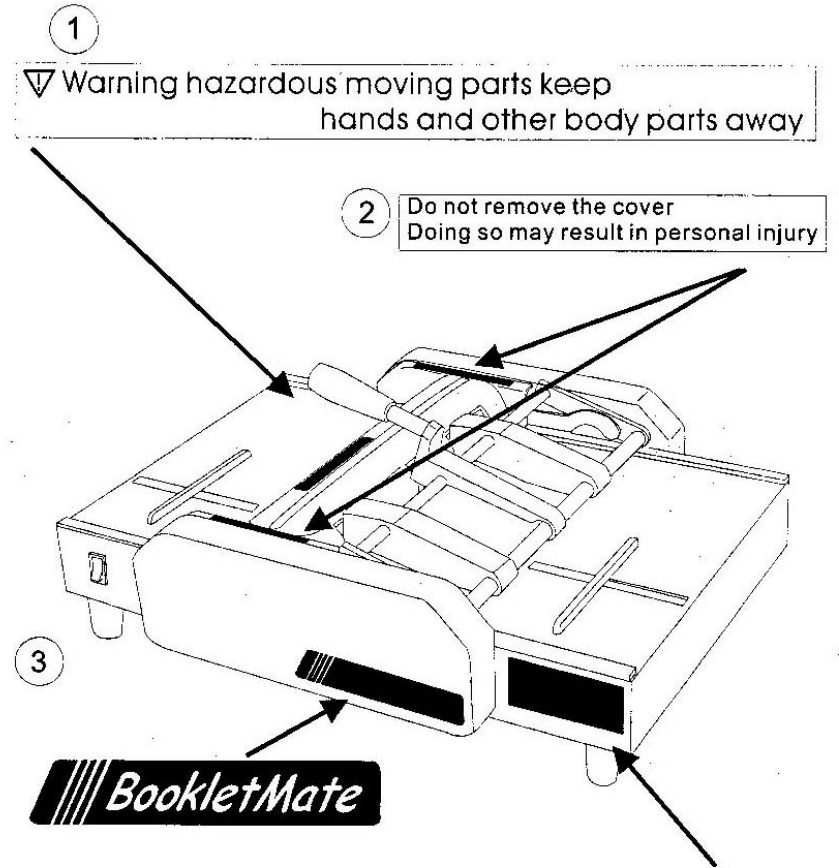
## WARNING

Warning:  
Hazardous moving parts Keep hands and other body parts away.

Warning:  
The surface of the motor is hot.  
Be careful, don't touch.

## CAUTION

Caution:  
For continued protection against risk of fire,  
replace only with the same type and rating of  
fuse.



4

### ISP Stitching & Bindery Products

A Division Of Samuel Strapping Systems

MODEL: BOOKLETMATE  
SERIAL NO: XXXXXX

VOLTS:110

Hz:60

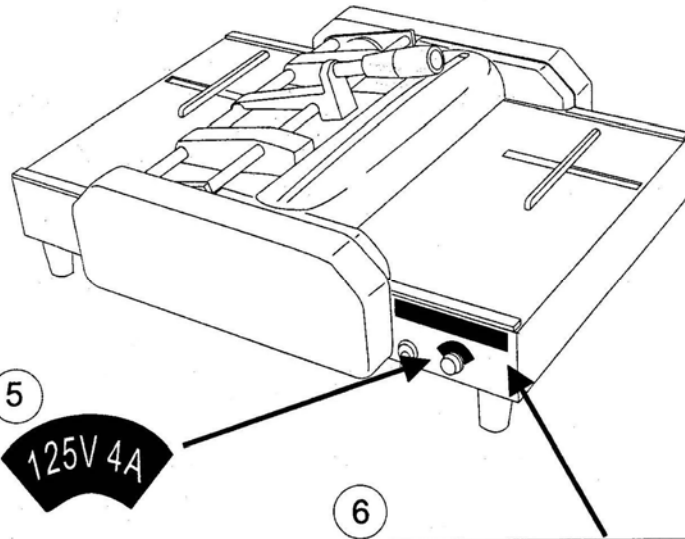
AMP:0.8



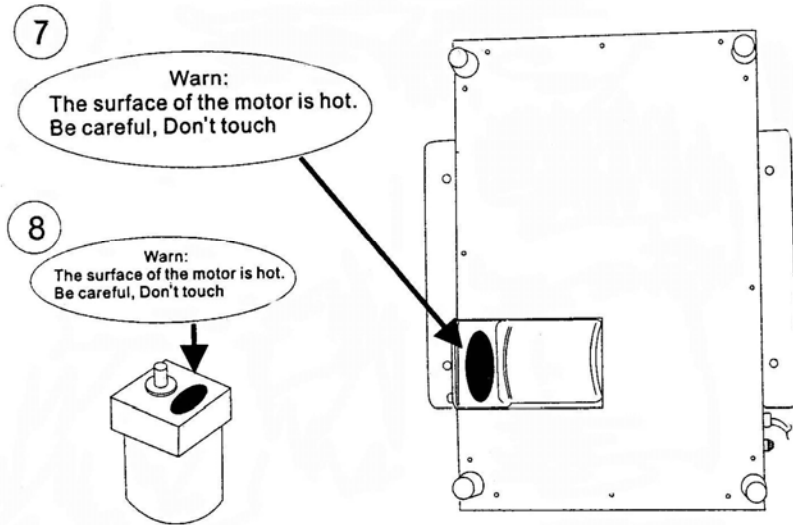
ITE LISTED XXXX

262/598-5421

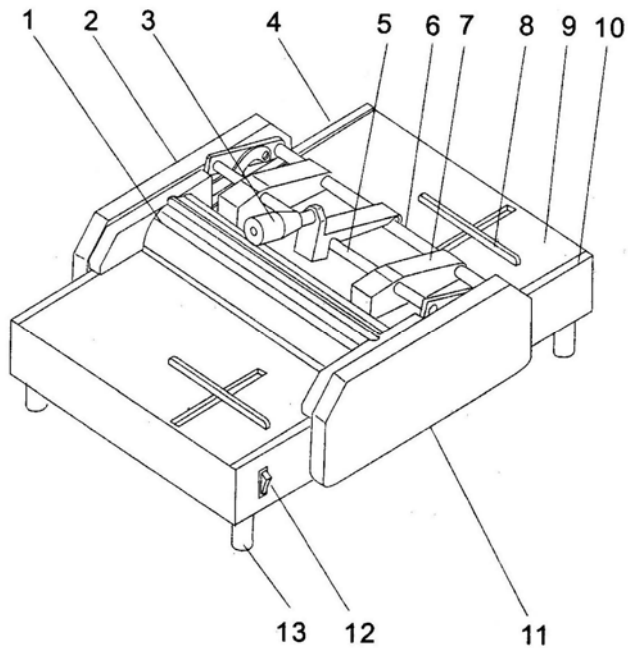
3911 S. Memorial Dr. Racine, WI 53403 • Fax 262/598-5426



**CAUTION:**  
FOR CONTINUED PROTECTION AGAINST RISK OF FIRE, REPLACE ONLY WITH THE SAME TYPE AND RATING FUSE.



No.	Description	Qty
1	Warning Label 1	1
2	Cover Label	2
3	Model Label	1
4	Model Label	1
5	Fuse Label	1
6	Caution Label	1
7	Warning Label 2	1
8	Warning Label 3	1



### Main Operating Parts

- |    |                    |
|----|--------------------|
| 1  | Safety Cover       |
| 2  | Back Cover         |
| 3  | Stapling Handle    |
| 4  | Side Guide (B)     |
| 5  | Sub Holding Shaft  |
| 6  | Main Holding Shaft |
| 7  | Stapling Head      |
| 8  | Paper Guide        |
| 9  | Table              |
| 10 | Side Guide (A)     |
| 11 | Front Cover        |
| 12 | On/Off Switch      |
| 13 | Rubber Feet        |

## **OPERATION PROCEDURES**

### **1. Before Operating**

- 1.1 Fit stapling handle. .  
First insert the end of the stapling handle at the main holding shaft then press in the sub-holding shaft
- 1.2 Load staples
- 1.3 Connect power cable

### **2. Make a Booklet**

- 2.1 Switch on the machine
- 2.2 Choose the correct staple position according to the sheet size
- 2.3 Set the paper guides; place the sheets under the rollers and align the sheets to side guide (A)
- 2.4 Set the paper guides to hold the sheets in position
- 2.5 Press down the stapling handle to complete the stapling
- 2.6 Lift up the stapling handle and firmly press down to the other side and hold. The stapled sheets will be fed up through the fold rollers to complete the booklet
- 2.7 Repeat steps 2.3 thru 2.6 for additional booklets
- 2.8 Switch off the machine after finishing

### 3. Side Stapling

- 3.1 Choose and fix the staple position according to the sheet size
- 3.2 Place the sheets under the rollers
- 3.3 Depending on the stapling position, align the sheets to side guide (A) or side guide (B)
- 3.4 Set the side distance and hold the sheets
- 3.5 Press down the stapling handle for stapling
- 3.6 Repeat steps 3.2 thru 3.5 for additional booklets

### 3. Repair & Maintenance

- 4.1 Always clean up machine after use

### SPECIFICATIONS

Paper Size	(min 197mm x 273mm / max 297mm x 420mm)
Max Stapling Amount	10 sheets of 70 gsm paper *
Max Folding Amount	10 sheets of 70 gsm paper (40 page booklet)*
Power Source	AC 110V 0.8A 60 Hz
Watt	40W
Dimensions	500mm x 235 mm x 395mm
Weight (KG)	15

\* this may vary depending upon paper quality