

OffiWire OPERATIONAL MANUAL

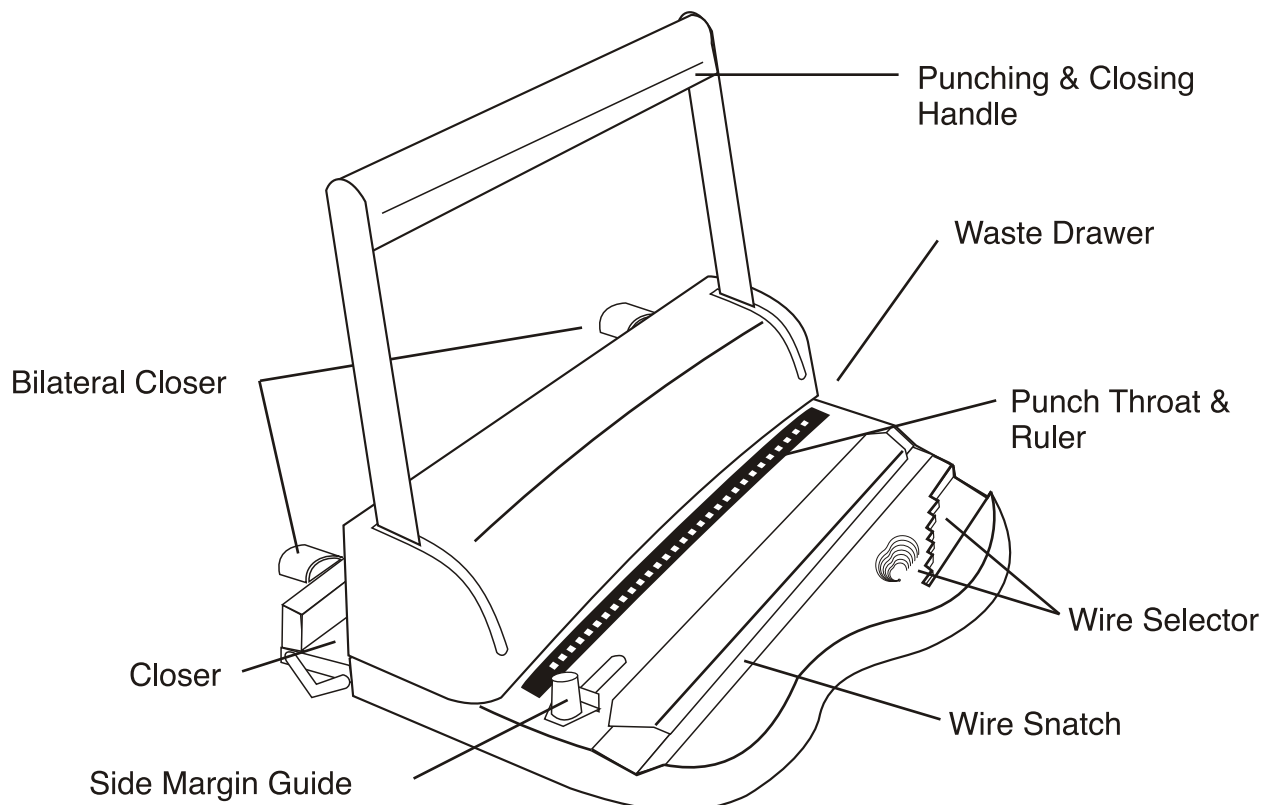
INTRODUCTION

CONGRATULATIONS ON THE PURCHASE OF YOUR NEW **OffiWire**, A MODERN, PRACTICAL AND RELIABLE PUNCH AND BINDING EQUIPMENT. YOUR **OffiWire** WAS DESIGNED WITH PREMIUM QUALITY COMPONENTS TO GUARANTEE AN EFFORTLESS AND EASY BIND, AS WELL AS MANY YEARS OF TROUBLE- FREE SERVICE.

IMPORTANT

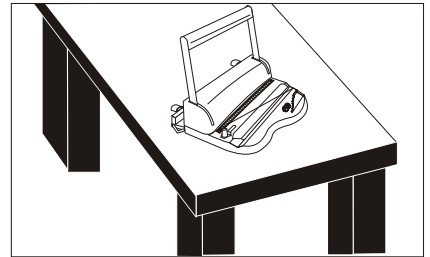
WE RECOMMEND THAT YOU TAKE A FEW MINUTES TO FAMILIARIZE YOUR SELF WITH THE FUNCTIONS OF YOUR NEW **OffiWire**. YOU WILL FIND OUT THAT WITH JUST A LITTLE PRACTICE, ANYONE CAN ACHIEVE PROFESSIONAL RESULTS.

FEATURES



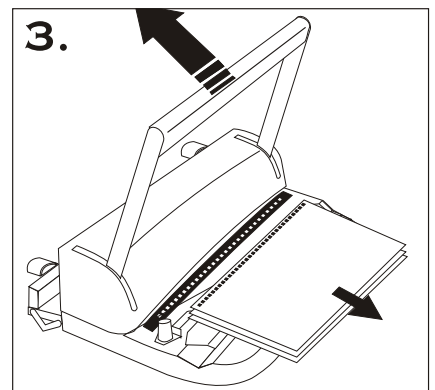
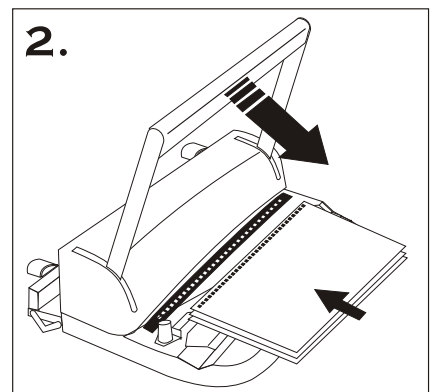
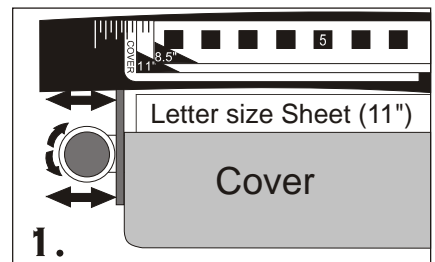
ASSEMBLY

Your **OffiVice** Comes fully assembled. Simply place it on top of a sturdy work table and you are ready to work.



PUNCHING

1. Move (align) Side Margin Guide to proper sheet & cover size. Remark: There are different side margin setups for 11" sheets and their 11-1/4" covers.
2. Insert sheets and pull handle forward to punch.
3. Return Punch handle to its upright position.
4. Repeat steps two and three as needed.

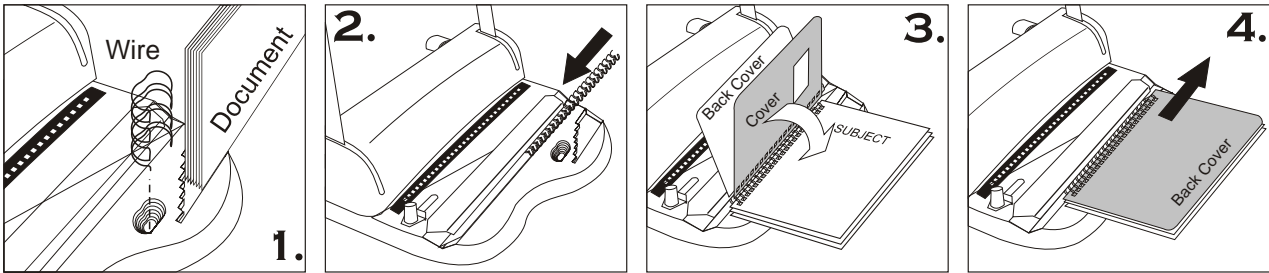


TIPS:

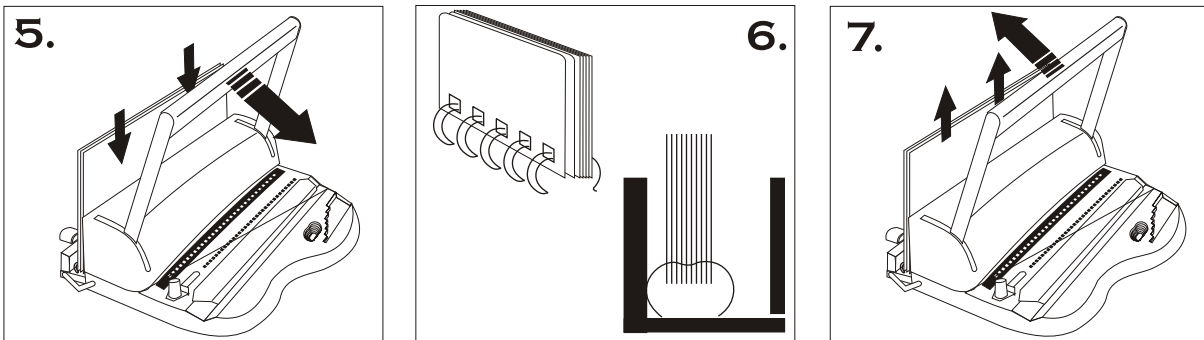
- a) Maximum single punching: 10 sheets of 20 lbs. paper
- b) Comfortable single punching: 8-10 sheets of 20 lbs. paper.
- c) Punch inner sheets and covers separately, as side margin may vary.
- d) Re-align (center) margins for oversize covers.

BINDING (INSERTING & CLOSING)

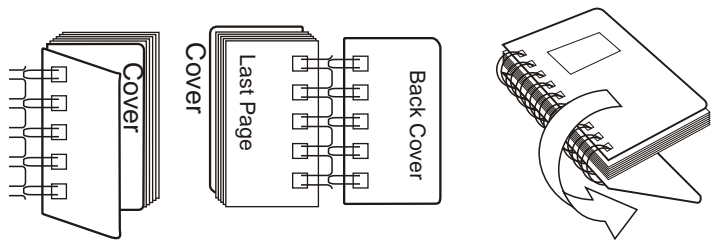
1. Slide Document to be bound into the Wire Selector, to determine the correct wire size to use. **See picture 1.**
2. Slide selected wire into the Wire Snatch. **See picture 2.**
3. Insert document from last pages to first pages. Then insert front cover. The back cover should be inserted last with the inside facing up. **See picture 3.**
4. Take out inserted document from the wire snatch. **See picture 4.**



5. Place inserted document into wire closure. **See picture 5 & 6 .**
6. Pull closing handle down to close. **See picture 7.**
7. Return handle to upright position.

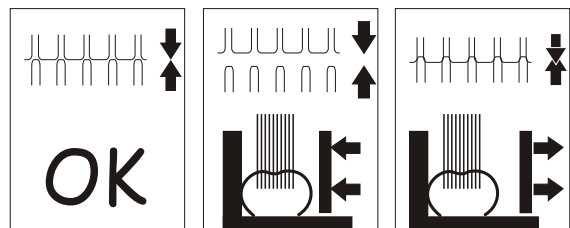


8. Take document out and turn back cover over. The binding is complete.



REMARKS:

The seam of the closed wire should be just touching. Slightly adjust the bilateral closer controls for under-closed or over-closed wire.



TECHNICAL INFORMATION

MODEL	OffiWire - 31 PITCH 3 : 1 	OffiWire - 21 PITCH 2 : 1 																																																						
FORMAT	Letter (11" or 279 mm) = 32 Perforations 1/2 Letter (5.5" or 140 mm) = 16 Perforations A4 (11.69" or 297 mm) = 34 Perforations	Letter (11" or 279 mm) = 21 Perforations 1/2 Letter (5.5" or 140 mm) = 11 Perforations A4 (11.69" or 297 mm) = 23 Perforations																																																						
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WARRANTY

YOUR **OffiWire** HAS A WARRANTY OF ONE YEAR, 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 TO 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 THE **OffiWire** IS NOT OPERATING 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 THE PURCHASE DATE READY. IF THE MACHINE MUST BE RETURNED TO YOUR DISTRIBUTOR, IT IS YOUR RESPONSIBILITY TO PROPERLY PACK AND SHIP IT, AS ANY DAMAGED INCURRED DURING ITS TRANSPORTATION IS NOT COVERED BY OUR WARRANTY POLICY.