

**\* \* \* IMPORTANT . \***

In getting acquainted with your HEP-240/HEPB-240, it is recommended that you use blank or useless paper before the actual job to be punched. That will avoid any unnecessary pressure of failure while learning an unfamiliar procedure.

Your HEP-240/HEPB-240, have been designed for easy operation. but there are certain techniques and methods to simplify operation while improving your skill as an operator. These instructions will help you in developing your punching efficiency. Read them carefully and become familiar with them.

**\* \* \***

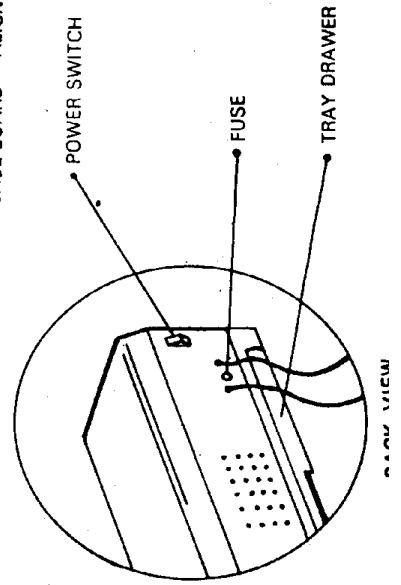
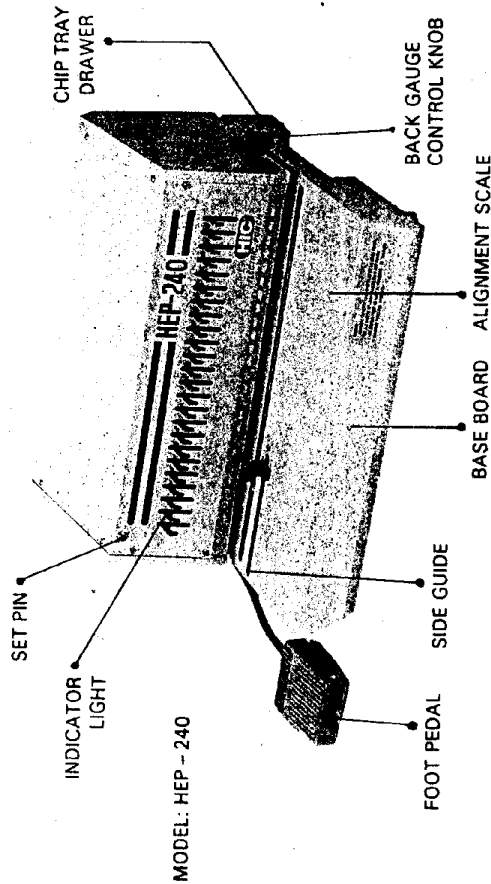
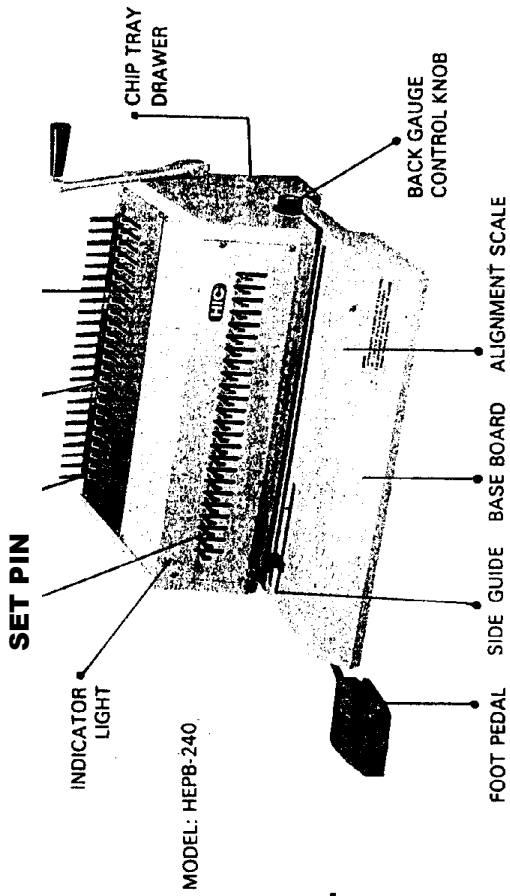
**POWER: 11 5VAC. 90W. (or 220V, 50-60HZ).  
PHASE: SINGLE PHASE.**

**\*\*\* PUNCHING \*\*\***

Punching is an important step in the process of binding. Attention to detail at this stage will result in a clean and attractive product.

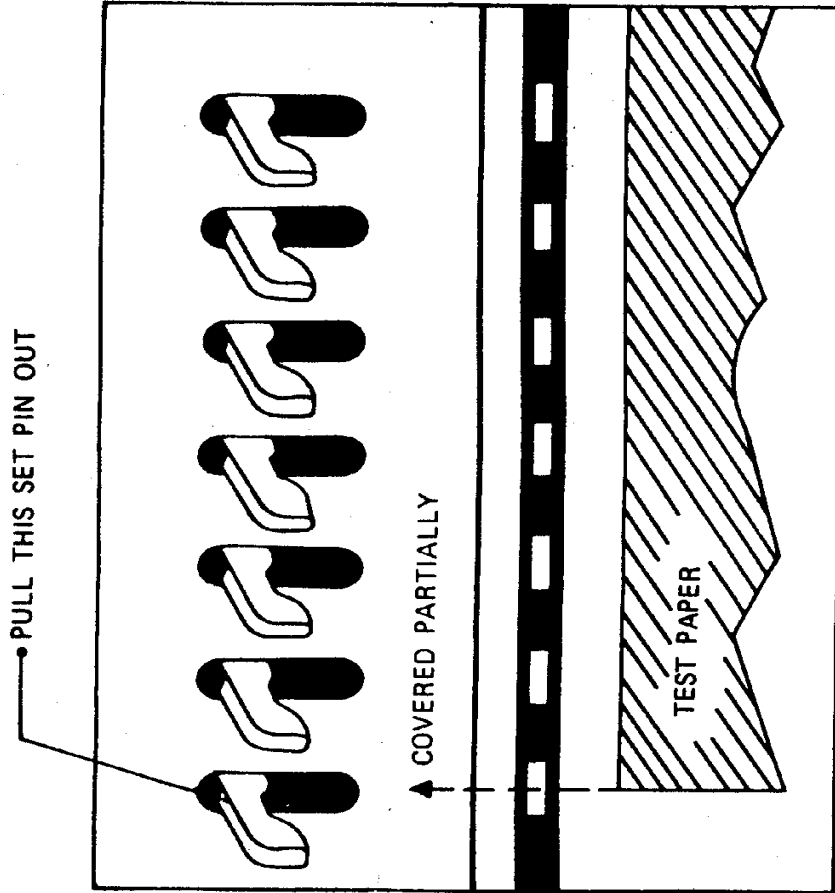
Before you punch an actual book, it is recommended you first use blank paper the same size as the pages of your book. This will help you determine the maximum number of holes to be punched on binding edge and the proper spacing of the holes.

1. The white rectangles indicated on the punch Alignment Scale (see figure 1) represent the exact position of the actual punches located behind the scale.
2. Place a test sheet on the punch Alignment Scale to determine the number of holes you will need to punch. Line up your test sheet with the left edge of the first white rectangle at the left hand side of the punch Alignment Scale.
3. Allowing for a minimum margin of 1/8" at each end of the Binding edge of your test sheet, center it on the correct number of white rectangles.
4. Holding your test sheet in the centered position. Move the Side Guide flush with the left edge of your test sheet.



5. If the left and/or right hand edge of your test sheet partially covers one of the white rectangles pull out the set pin corresponding to the white rectangle that is partially covered by your test sheet. This will disengage the punch directly behind the white rectangle on the punch Alignment Scale and prevent the punching of partial hole on the edge of your test sheet.

(see figure 2)



6. The depth of punch holes is to be decided by the thickness of papers. See the chart on page 7-8 and decide the position number to which the Depth Guide Should be set (EX: POS. 2 is chosen for the 9 m/m thick papers, while the 1/2" plastic binding is used at the same time).

NOTE: Never choose a depth that is too deep as the pages will not lie flat and will make difficulty in turning the pages.

7. Insert your test sheet into the throat opening of the punch. Check to insure that the test sheet is flush with the Side Guide and Back Guide Bar. Depress the Foot Pedal then the machine will complete a punch cycle and stop.

NOTE 1: Don't punch more than 25 sheets of ordinary Stock at one time. The proper number of sheets to be punched at one time is dependent on the weight and finish of the paper, ease of punching, etc., Punching too heavy papers at one time may result in a "feathered edge" hole and may place excessive stress on the machine.

NOTE 2: The cover, if used, Should be punched Separately if they are in different sizes. Slightly adjust the Side Guide, according to the size difference of covers.

\* \* \*

(FIGURE 2)

## **BINDING (FOR MODEL HEPB-240 ONLY)**

### **1: CHOOSE RIGHT PLASTIC BINDING**

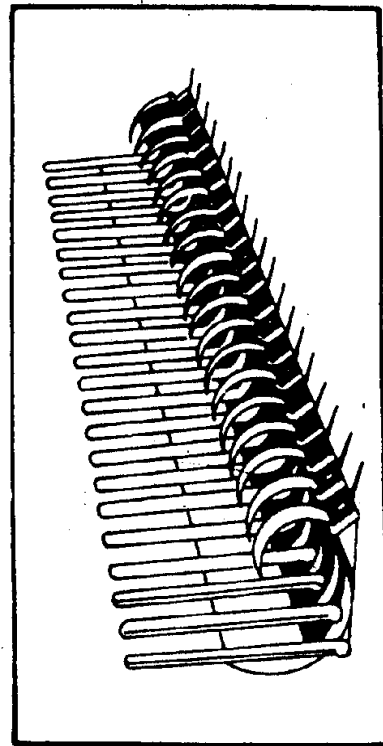
For any paper filing the coil diameter must be 2mm to 3mm (1/16" to 1/8") larger than the actual thickness of papers including the covers. Please refer to the chart on page 9-12. (For example: the 1/2" plastic binding is chosen for the 9mm thick papers.) Of course, the ring size (number) should correspond to the number of holes punched on the papers.

#### **NOTE:**

If the diameter is too small, the pages will not lie flat that will cause difficulty in turning pages and may even tear out.

### **2: POSITIONING OF THE PLASTIC BINDING**

Place the plastic binding, with the open side up, behind the binding fingers and let it fall forward between the fingers so the Hooks can engage the rings.



### **\*\*\* REMOVEING PUNCHING WASTE \*\*\***

Slide the chip tray drawer completely out from the rear of the machine, empty the chip from the drawer and replace the drawer.

### **\*\*\* CAUTION \*\*\***

IF TOO MANY SHEETS ARE INSERTED INTO THE PUNCH THROAT AT ONE TIME, OR IF MATERIAL BEING PUNCHED IS UNUSUALLY TOUGH, MACHINE WILL BE UNABLE TO PUNCH THROUGH THE MATERIAL COMPLETELY. PLEASE WITHDRAW THE MATERIAL FROM PUNCH THROAT AND REDUCE ITS THICKNESS BEFORE ATTEMPTING TO PUNCH AGAIN.

**NOTE:**

For any paper filing the coil diameter must be 2 mm to 3 mm (1/16" to 1/8") larger than the actual thickness of papers including the covers.

**3: ADJUSTING THE PLASTIC BINDING OPENING**

- a) The Binder Stop is on the left hand side. Turn it down forward to the extreme end.
- b) Push the Master Arm forward until the proper opening of plastic binding is reached. Hold it there.
- c) Turn the Binder Stop back until it locks. Fix it here.









**4: BINDING**

Hold the papers together tightly, making sure their edges are flush, until all tips of the plastic binding are through the holes of papers. Move the papers gently back and forth, if the tips don't go through easily. After finishing that, pull the Arm back to close the plastic binding. Be sure to pull it as far as it relaxes so that the Hooks will fully disengage the plastic binding. Take out the bound papers. The job is done.

**NOTE:**

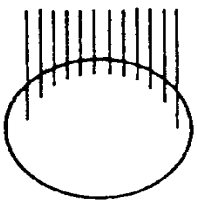
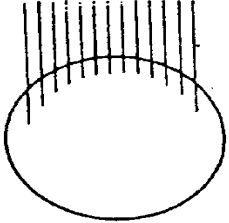
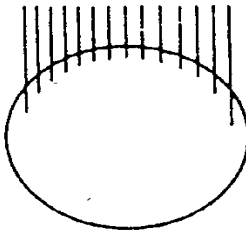
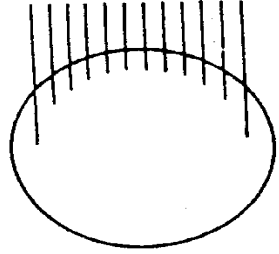
While entering the papers onto the plastic binding, be sure they face down, with the front cover on the bottom. This will place the opening of plastic binding to the back of the book to ensure the good looking.

**CIRCLE SHAPE – WIDEBACK & NARROWBACK**

$\phi$ diameter	bound papers	depth guide
 3/16" = 4mm	16 sheets	pos. 1
 1/4" = 6mm	34 sheets	pos. 1
 5/16" = 8mm	54 sheets	pos. 1
 3/8" = 9 mm	74 sheets	pos. 2
 7/16" = 11mm	94 sheets	pos. 2
 1/2" = 12mm	112 sheets	pos. 2
 9/16" = 14mm	130 sheets	pos. 3
 5/8" = 15mm	150 sheets	pos. 3

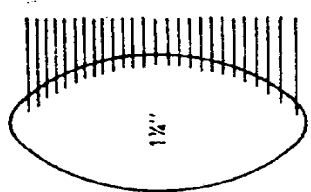
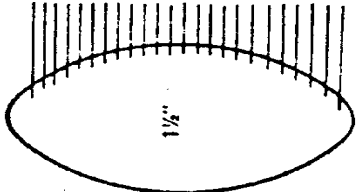
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**CIRCLE SHAPE – WIDE BACK & NARROWBACK**

	170 sheets	pos. 3
	200 sheets	pos. 4
	225 sheets	pos. 4
	250 sheets	pos. 4

**NOTE:**

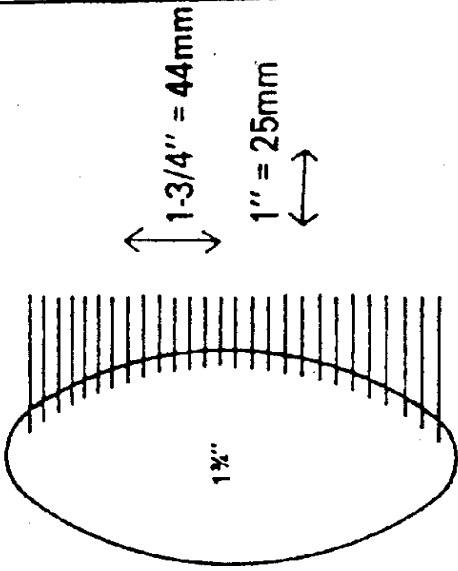
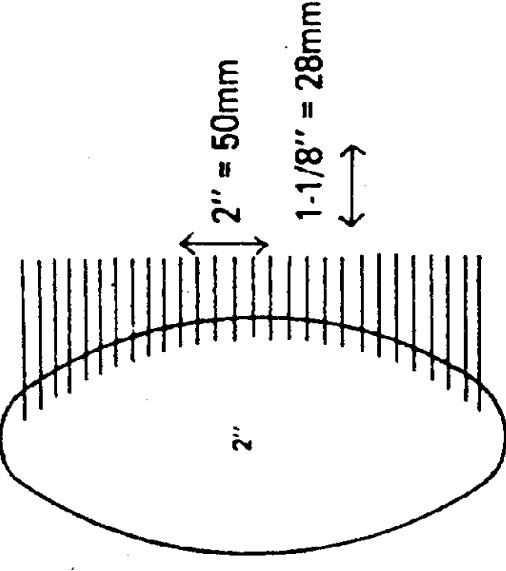
For any paper filing the coil diameter must be 2 mm to 3 mm (1/16" to 1/8") larger than the actual thickness of papers including the covers.

$\phi$ diameter	bound papers	depth guide
 <p>1-1/4" = 32mm 3/4" = 20mm</p>	275 sheets	pos. 3
 <p>1-1/2" = 38mm 7/8" = 22mm</p>	325 sheets	pos. 4

**OVAL SHAPE WITH LOCK**

CONTINUE TO NEXT PAGE

OVAL SHAPE WITH LOCK

 <p>1 3/4" = 44mm 1" = 25mm</p> <p>375 sheets</p>	<p>pos. 4</p>
 <p>2" = 50mm 1-1/8" = 28mm</p> <p>425 sheets</p>	<p>pos. 4</p>