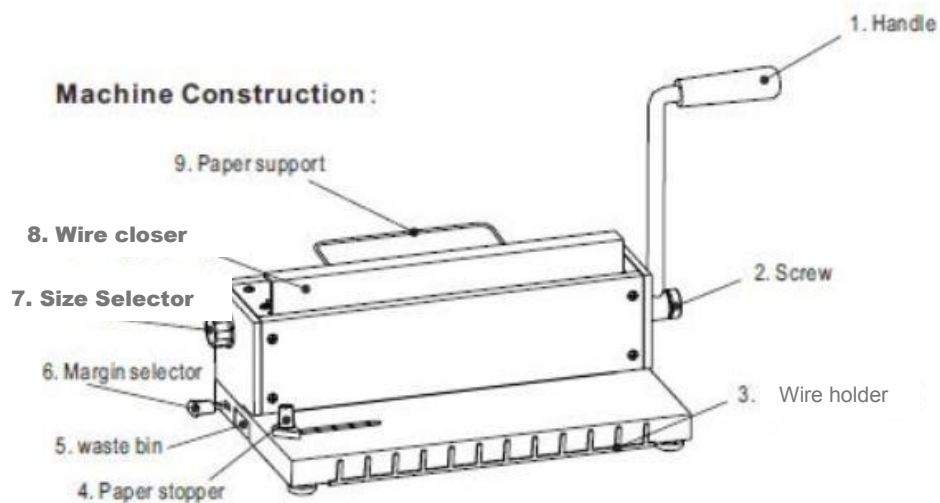


OPERATING MANUAL

TPW-3200



OPERATION:

1. Install the handle on the right hand side of the machine then secure it with the screw.
2. Install the paper support on the top back portion of the machine.
3. Before punching first set the size selector to 3/16" (4.8mm).
4. Set the margin selector to desired position. Margin depends on the size of the wire used.
5. Adjust the paper stop guide according to the size of the paper you are punching.
6. Insert the sheets you want punch. Please do not go over the recommended maximum capacity of sheets.
7. Punch the sheets by pulling the handle down. Push it up to release the sheets.
8. Put the wire binding onto the wire hanger then insert the sheets.
9. Set the size selector according to the size of the wire.
10. Insert the wire binding to the wire closer. The open portion of the wire must be attached to the magnetic strip of the wire closer.
11. Pull down the handle to close the wire. Push the handle up to release the bound sheets.

CAUTION!

1. Never punch paper over the maximum capacity. It will damage the machine.
2. Never punch moist paper, fabric, glass or metal.
3. Clean the waste bin after use.
4. Never try to repair the machine by yourself. Please consult or send back to the dealer.
5. Please keep the machine away from children.

