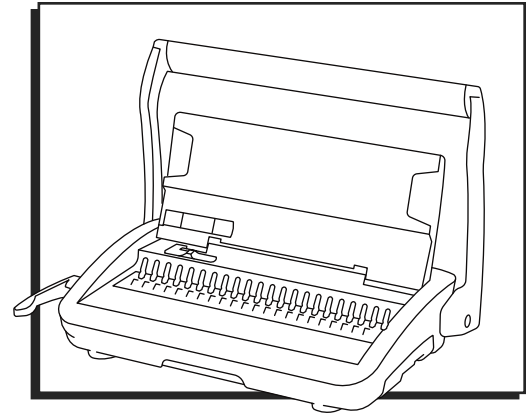


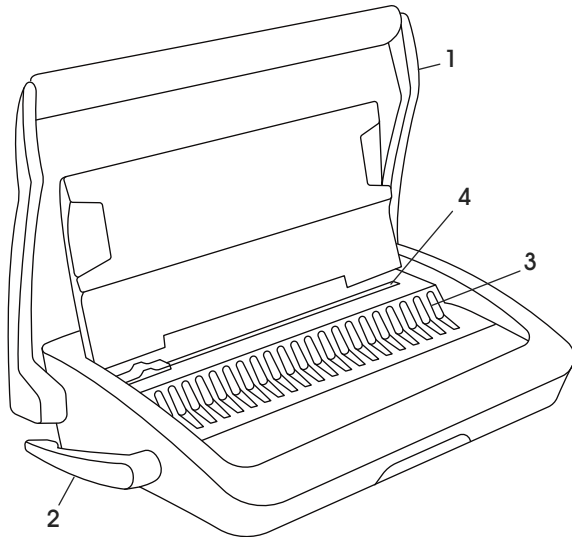
ULINE H-12764, H-12765
BINDING MACHINE

1-800-295-5510
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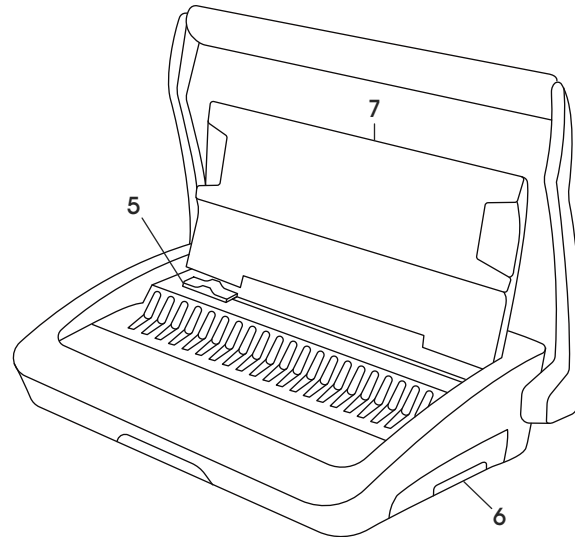
PARTS

LEFT SIDE



#	DESCRIPTION
1	Punching Handle
2	Binding Handle
3	Comb Opening Teeth
4	Comb Punching Slots

RIGHT SIDE



#	DESCRIPTION
5	Paper Edge Guide
6	Clipping Tray/Storage
7	Paper Support

SAFETY

Read and save these instructions.



WARNING! Moving parts hazard. Keep hands away from moving parts.

- To avoid overloading the machine, refer to the maximum punch guide located on the front of the machine before punching.
- When punching PVC/PP covers, it is recommended the cover be punched with some paper on either side.
- Do not punch metallic objects such as staples or paper clips.
- Empty the clipping tray regularly.
- Ensure that the machine is operated on a flat, stable surface.
- Never lift the machine by the punching handle. Always use the hand grips located on the side of the machine.
- To avoid risk of injury, do not put your fingers into the wire binding channel.
- The binder should not be exposed to temperature and/or humidity conditions that would cause condensation. Maximum ambient temperature: 104°F.
- This equipment is not suitable for use in locations where children are likely to be present.

SETUP

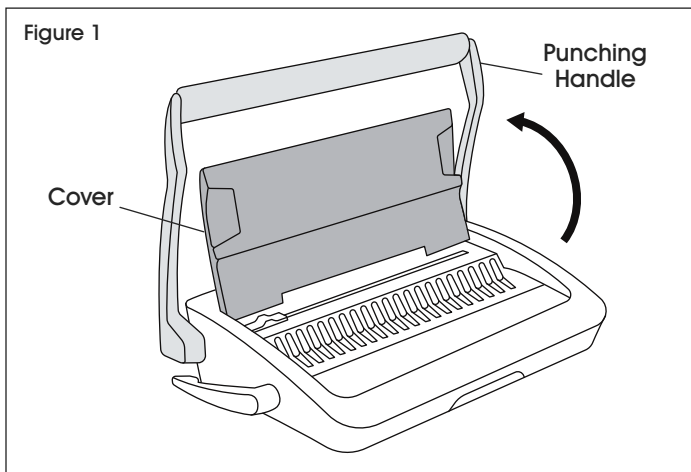
Machine is ready to use when removed from the box.

The punching mechanism is coated with a protective film of lubricant, which will mark your paper. Clear this by punching scrap sheets of paper until clean prior to binding.

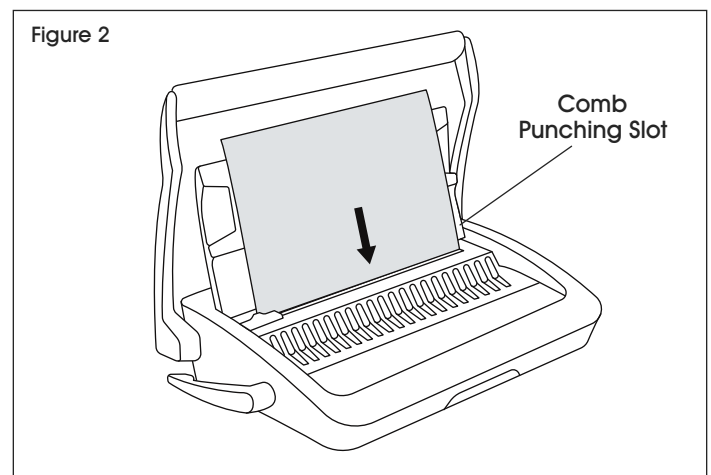
OPERATION

PUNCHING

1. Open cover and lift punching handle into the upright position. (See Figure 1)



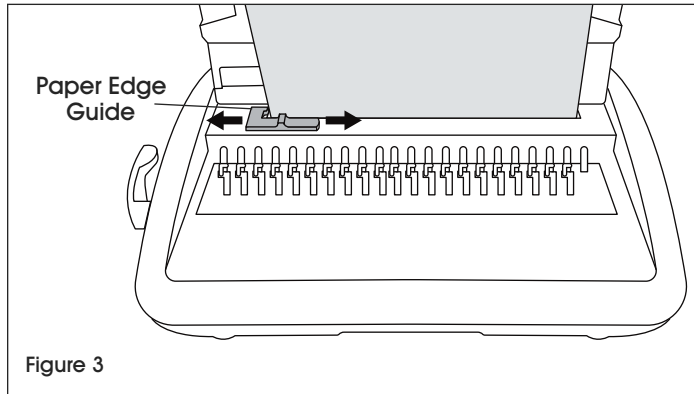
2. Load the first paper stack into the center of the comb punching slot. (See Figure 2)



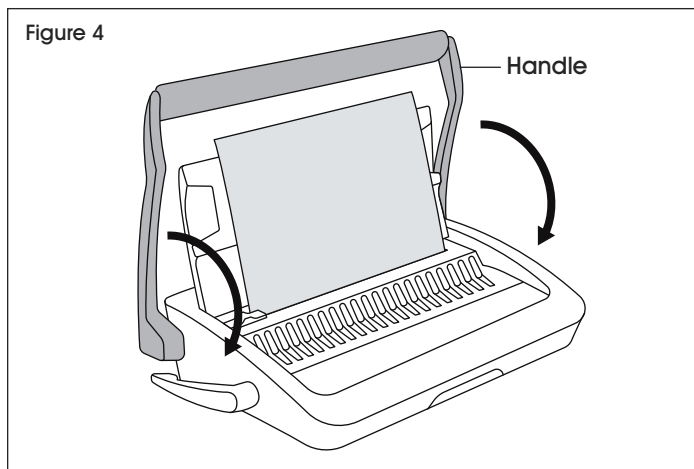
OPERATION CONTINUED

3. To adjust paper sizes, slide the paper edge guide from letter to cover sizes. (See Figure 3)

 **NOTE:** Uline only offers letter-sized binding accessories.

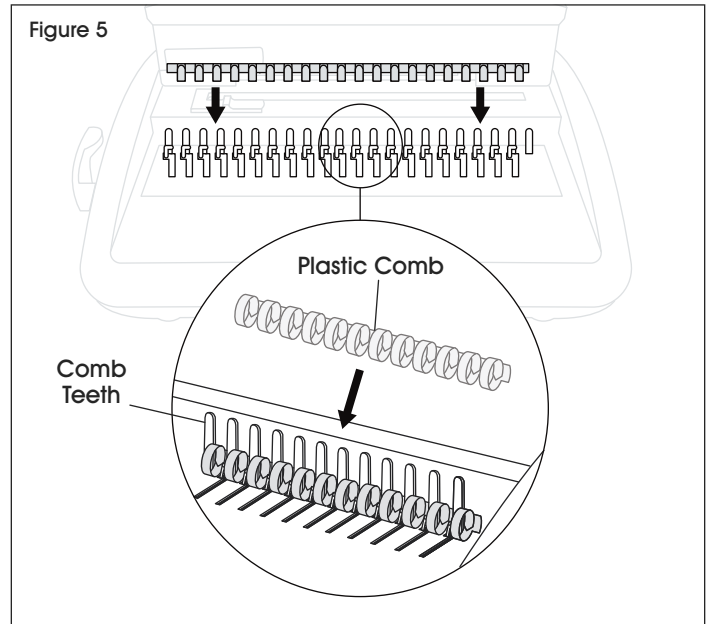


4. Lower the raised handle until the paper is punched. Support the machine when lifting the handle back to the upright position before removing the paper. (See Figure 4)

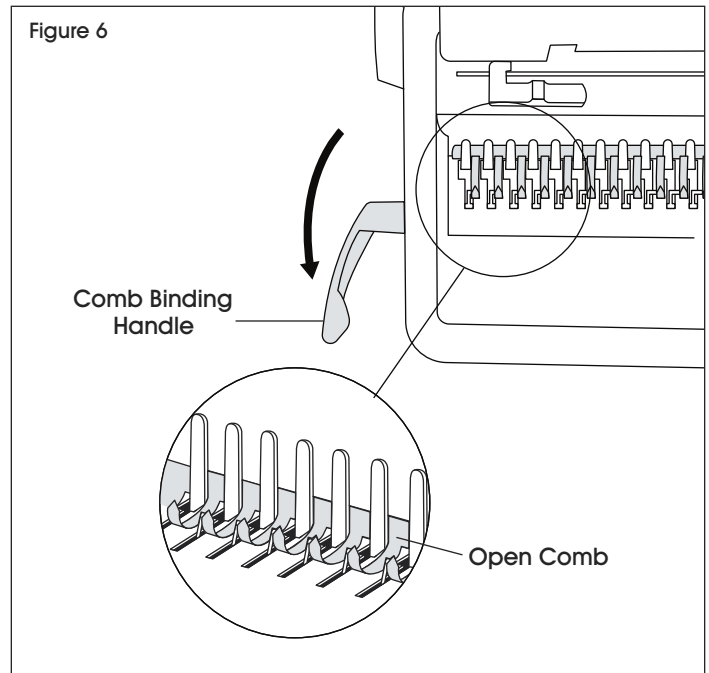


COMB BINDING

1. Place the plastic comb open side up on the comb teeth. (See Figure 5)



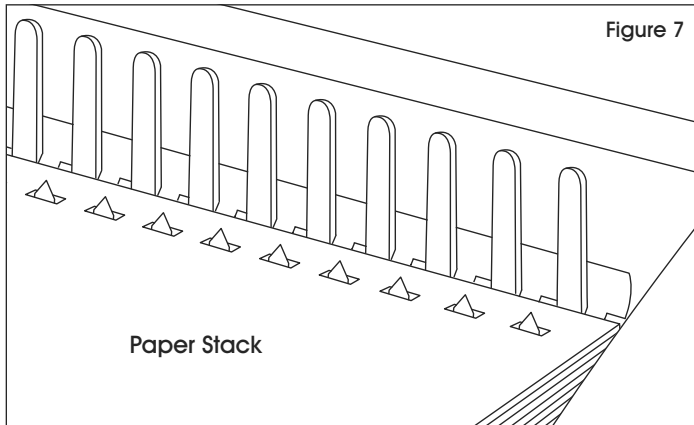
2. To open the comb, flip comb binding handle. (See Figure 6)




OPERATION CONTINUED

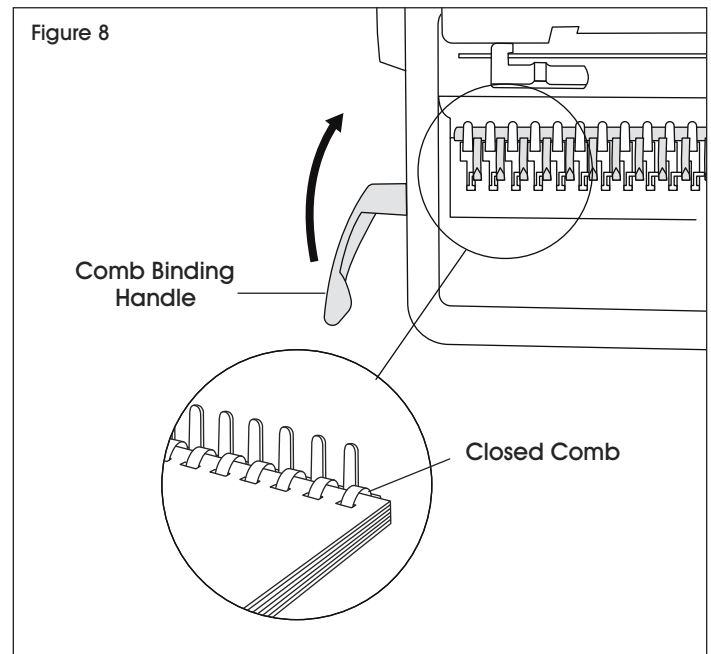
3. Load each paper stack onto the opened comb until the entire document is loaded. (See Figure 7)

 **NOTE:** Load the rear cover onto the open comb first, followed by the internal sheets and front cover.



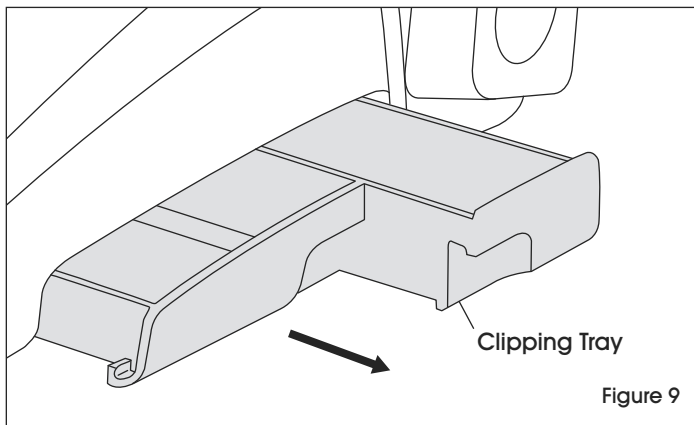
4. To close the comb, flip comb binding handle and lift the bound document from the metal teeth. (See Figure 8)

 **NOTE:** To edit the document after binding, additional sheets may be included or removed by placing the document (comb open side up) onto the metal teeth and following Comb Binding instructions again.



MAINTENANCE

Ensure clipping tray is emptied on a regular basis. This may prevent the machine from overloading. (See Figure 9)



SERVICE



WARNING! Do not attempt to service or repair the punch. Failure to observe this warning could result in severe personal injury or death.

Contact Uline Customer Service at 1-800-295-5510 when one or more of the following has occurred:

- Liquid has been spilled into the punch.
- The punch is malfunctioning after being mishandled.
- The punch does not operate as described in these instructions.

TECHNICAL INFORMATION

SPECIFICATIONS

Item Number	H-12764	H-12765
Operation Mode	Manual	Manual
Max. Punch Capacity (20 lb. Paper)	15 Sheets	25 Sheets
Max. Punch Capacity (PVC Covers)	2 (8+ mil)	2 (8+ mil)
Max. Approx. Binding	150 Sheets	500 Sheets
Paper Formats	Letter	Letter
Max Binding Element	0.75"	1.8"
Dimensions (W x H x D)	6.00 x 19.75 x 13.25"	7.75 x 21.62 x 20.06"
Weight	11.90 lbs.	20.55 lbs.



1-800-295-5510
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