



OPUS Maxi Bingo

GB User guide

1 SAFETY PRECAUTIONS

- Before operating the machine please read the user guide carefully. Operate the machine according to the user guide. Pay special attention to the max punching and binding capacity.
- The machine should be kept out of children's reach.
- Do not use the machine to punch hard materials, such as metal → it may cause the damage of the machine
- Pay special attention while stretching the plastic comb. Do not reach or put fingers into the open comb → danger of injury!
- The machine should be protected against dust and moisture

2 RECOMMENDATIONS

- The machine is designed to bind documents with the plastic comb only
- Unpack and install all the elements of the device and put it on a sturdy and level surface
- Before punching important documents, test the settings of the machine on a sheet of paper.
- The machine punches 14 sheets of paper or two sheets of foil at one time.
- It is necessary to clean up the waste bin regularly!

3 BINDING

- Adjust the comb size to the document thickness using the table below (there is the same table on a housing of the machine).

Number of pages to be bound	Comb size (mm)
1 - 20	6
20 - 40	8
40 - 60	10
60 - 80	12
80 - 100	14
100 - 120	16
120 - 150	20
150 - 200	22

Number of pages to be bound	Comb size (mm)
200 - 230	25
230 - 250	28
250 - 290	32
290 - 320	35
320 - 360	38
360 - 400	45
400 - 510	50

- Set a paper margin slider (distance between holes and the edge of the paper). Moving the slider to the rear causes increasing of the margin).



- Set a sidegauge (unscrew the nut and push the sidegauge to the right or to the left depending on paper format). Be careful! Don't punch the edges of paper.

NOTE! Test sidegauge settings on a piece of paper.

- Put the paper into the punching slot and move it to the sidegauge. Press the handle down to punch all pages.

NOTE! Before punching remove all metal elements (paper clips and staples), punch maximally 14 pages at one time. It is not allowed to punch paper and covers at one time.

- Put a plastic comb on mechanism for comb opening so that the comb opening is faced up.
- Press the handle down slowly to open the comb.
- Lock open comb using handle interlock.

- Put punched pages on the open comb (first page upwards).
- Unlock the handle interlock.
- Take bound documents out of the comb opening mechanism.

- The documentation is ready. If needed it can be opened and closed once again.

4 TECHNICAL DATA

Max punching capacity: 14 sheets*
Max Binding capacity: 510 sheets*
Max paper format: A4
Max comb size: 50 mm
Net weight: 3,75 kg
Gross weight: 4,25 kg
Dimensions (H x W x D): 388 x 260 x 160 mm

*80 g/m² paper