

DUOMAC OPERATIONAL MANUAL

INTRODUCTION

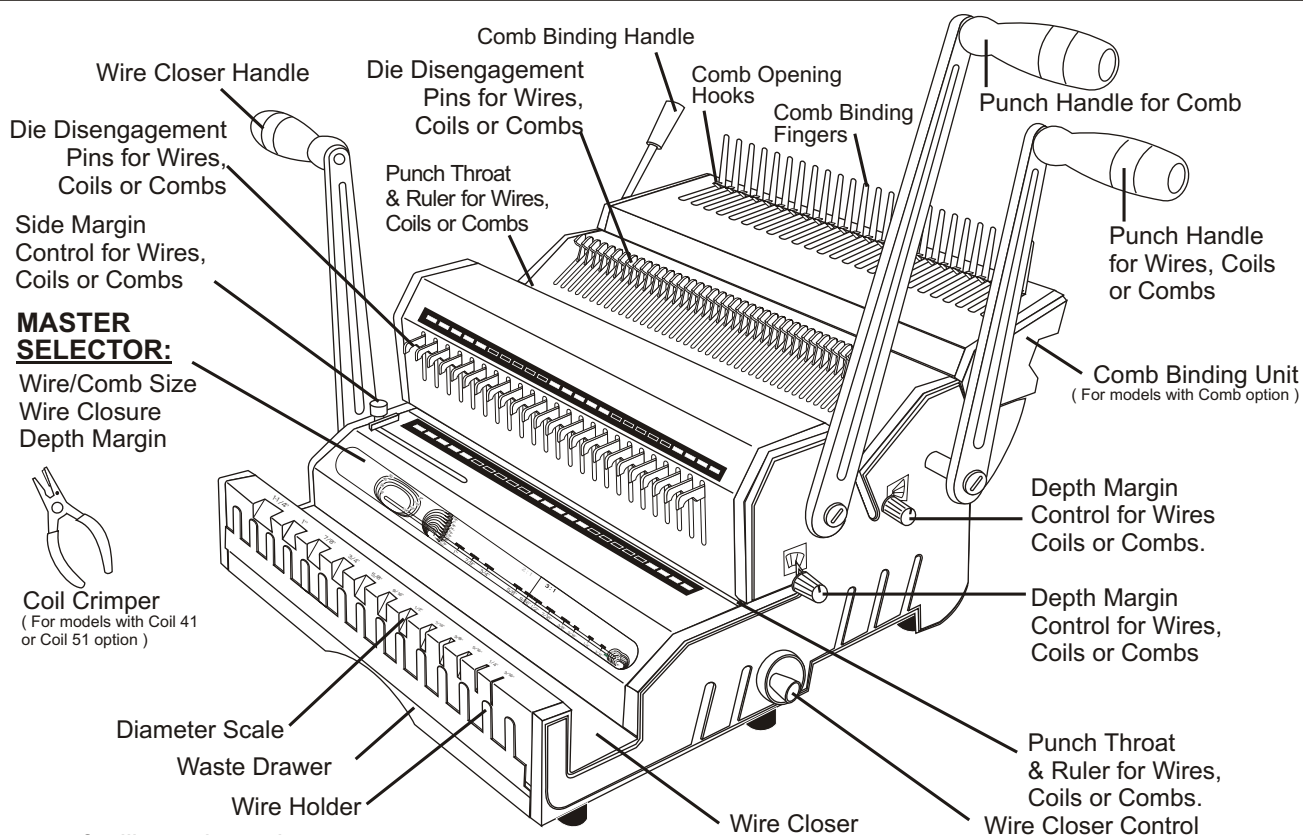
CONGRATULATIONS ON THE PURCHASE OF YOUR NEW **DUOMAC**, A PROFESSIONAL AND HEAVY-DUTY PUNCH AND BINDING MACHINE FOR COILS, WIRES OR COMBS. YOUR **DUOMAC** WAS DESIGNED WITH A FULL RANGE OF FUNCTION AND PREMIUM QUALITY COMPONENTS TO GUARANTEE YOU AN EFFORTLESS AND PROFESSIONAL BIND, AS WELL AS MANY YEARS OF TROUBLE-FREE SERVICE. WE RECOMMEND THAT YOU TAKE A FEW MINUTES TO FAMILIARIZE YOURSELF WITH THE FUNCTIONS OF YOUR NEW **DUOMAC**. YOU WILL FIND THAT WITH JUST A LITTLE PRACTICE, ANY PERSON CAN ACHIEVE PROFESSIONAL RESULTS.

THE **DUOMAC** HAS THE FOLLOWING COMBINATIONS AVAILABLE :

DUOMAC 541 (COIL 51 + COIL 41)
DUOMAC 531 (COIL 51 + WIRE 31)
DUOMAC 521 (COIL 51 + WIRE 21)
DUOMAC 431 (COIL 41 + WIRE 31)
DUOMAC 421 (COIL 41 + WIRE 21)

DUOMAC 321 (WIRE 31 + WIRE 21)
DUOMAC C51 (COMB + COIL 51)
DUOMAC C41 (COMB + COIL 41)
DUOMAC C31 (COMB + WIRE 31)
DUOMAC C21 (COMB + WIRE 21)

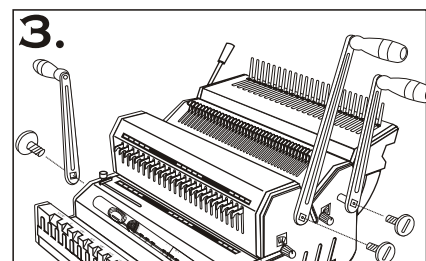
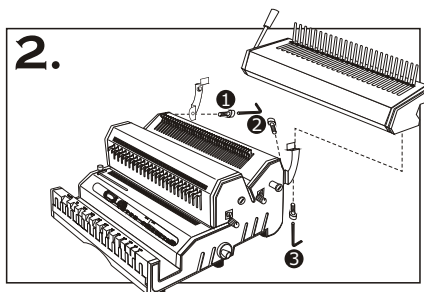
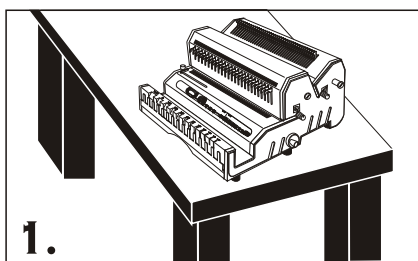
FEATURES



* Pictures for illustration only

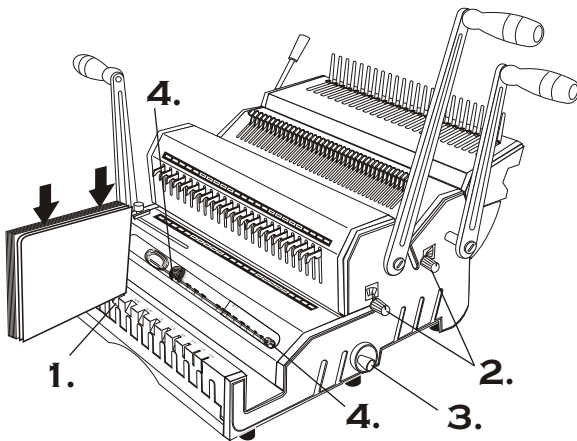
ASSEMBLY

1. Place your new **DUOMAC** on top of a sturdy working table.
2. (For models with Comb binding unit) Install Comb Binding unit to machine as illustrated.
3. Remove the screw from punching axle **clockwise** as indicated, connect the 2 **Punch Handles**, (the longer one in front and the shorter one in rear) in a vertical position onto the Punch Axle. Tighten-back the screws counter clockwise.
4. (For models with Wire 31 or with Wire 21 option) Repeat the same for Wire **Closer Handle** (on the left).



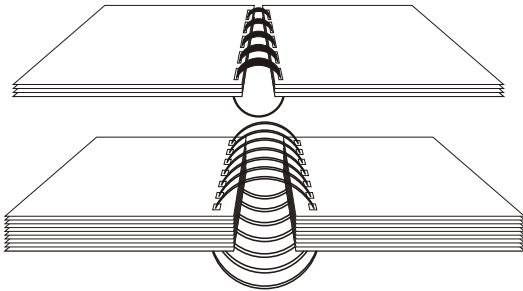
SET-UP

Insert a full unbound document into **Diameter Scale**.

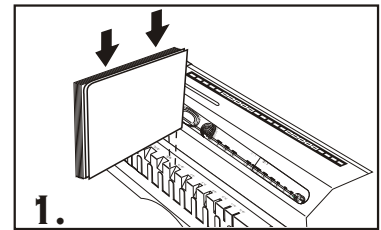


TIP

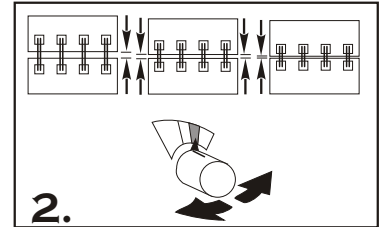
For easy turning of pages, make sure you have the right depth margin for punch. The greater the number of pages, the deeper the punch margin required.



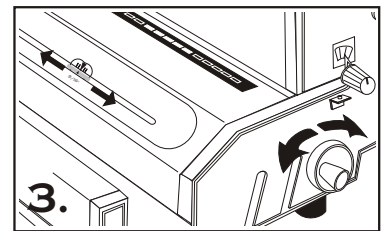
1. Based on **Diameter Scale** reading, on the **Master Selector** you will see :
 - Depth Margin of punch (Color coded)
 - Wire Closure
 - Wire, Coil or Comb Size



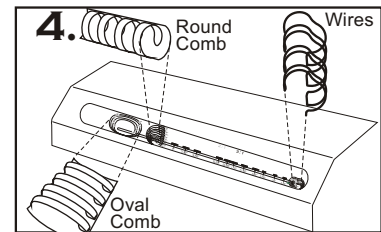
2. Set **Depth Margin Control** to the color determined from Step 1. Color indicated on **Depth Margin Control** should match color on **Master Selector**.



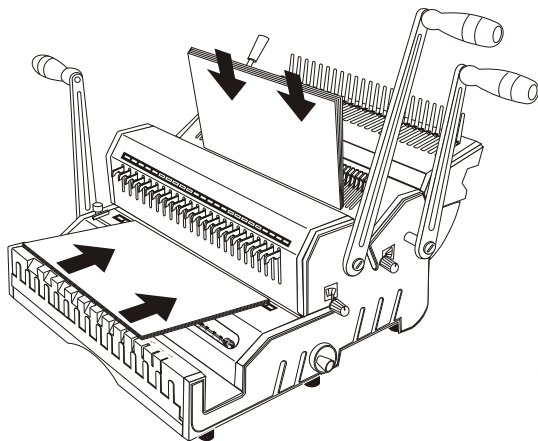
3. (For Models with Wire 31 or with Wire 21) Set **Wire Closer Control** to the wire closure size determined from Step 1.



4. (If needed) Use **Master Selector** to select / identify the size of your wires or combs.



PUNCHING



TIPS

Maximum single punching:
20 sheets of 20 Lbs
(70-80g/m²) paper.

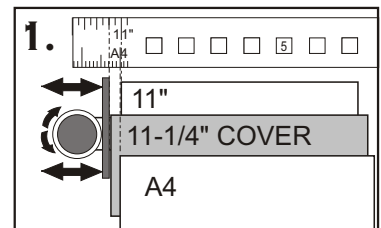
Comfortable single punching:
12-15 sheets of 20 Lbs
(70-80 g/m²) paper. (**Recommended**)

Punch inner sheets and covers separately as side margin may vary.

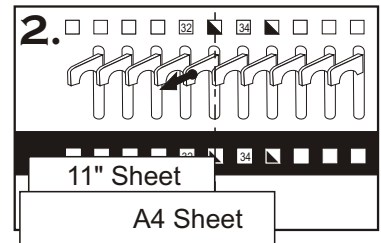
Re-Align (Center) margins for oversize covers.

1. Align **Side Margin Control** to proper sheet & cover size.

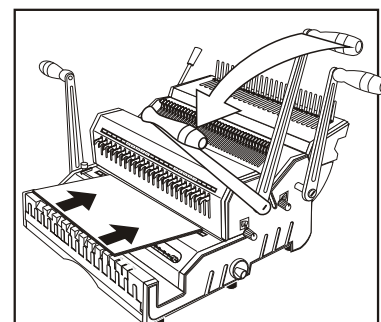
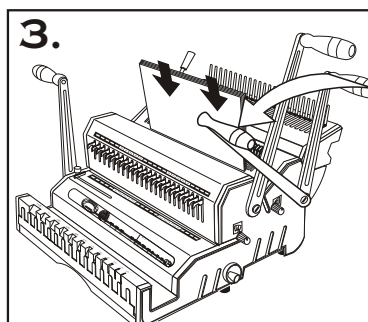
Note: There are different side margins for 11" sheets & their 11-1/4" covers.



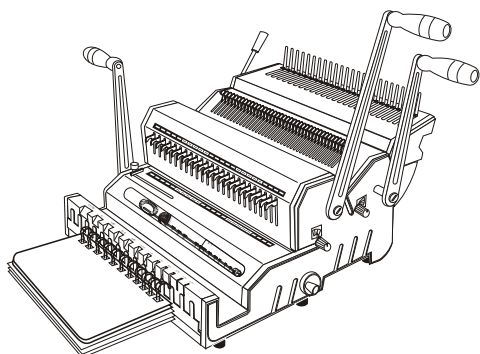
2. Whenever necessary, pull out **Disengagement Pins** to avoid partially punched holes.



3. Insert sheets to the appropriate slot (depending on the type of binding you wish to make) and pull its corresponding handle to punch.

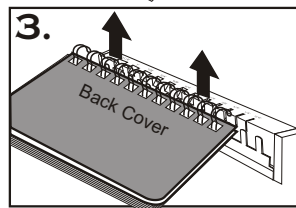
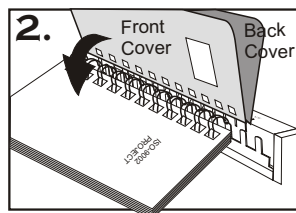
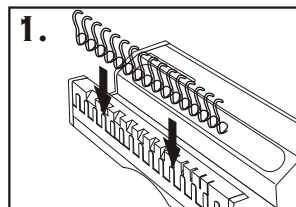


WIRE BINDING



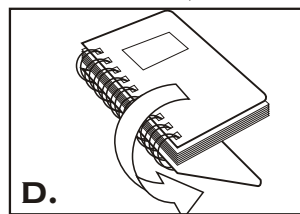
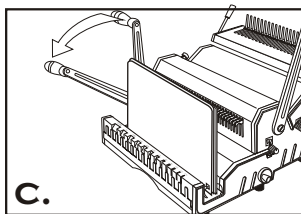
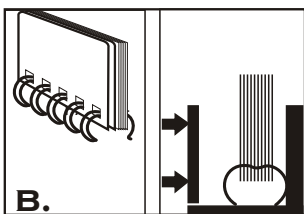
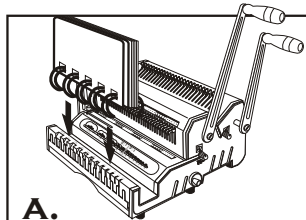
INSERTING

1. Insert pre-selected wire into **Wire Holder**.
2. Insert document from last pages to first pages then insert front cover. The back cover should be inserted last with inside facing up.
3. Take out inserted document from **Wire Holder** to close the wire.

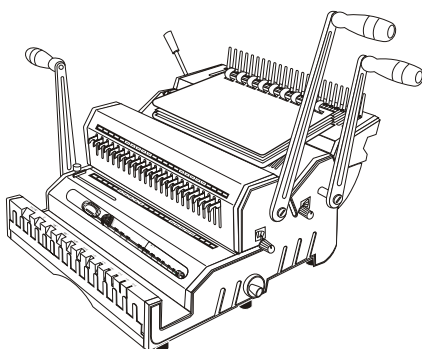


CLOSING

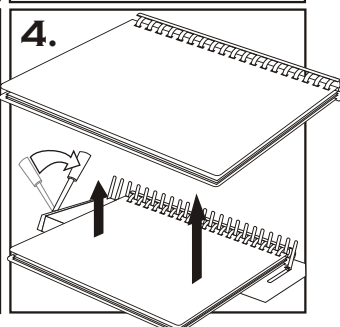
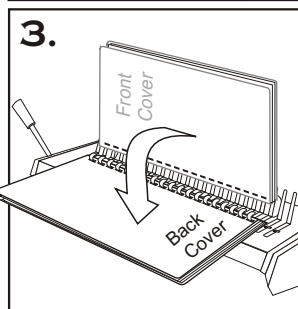
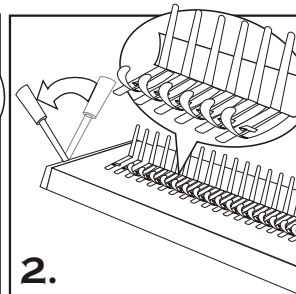
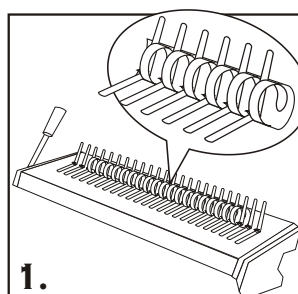
- A. Put inserted document into **Wire Closer**.
- B. The wire element must stand horizontally at the bottom of **Wire Closer**.
- C. Pull **Closer Handle** forward to close.
- D. Take out document and turn back cover over. The Wire binding is completed.



COMB BINDING



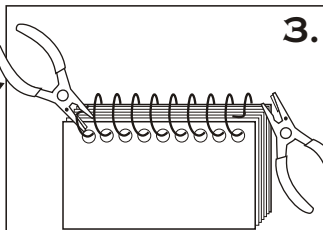
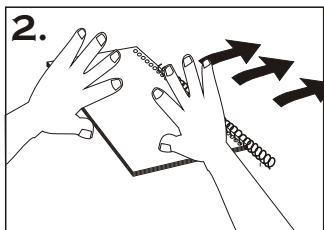
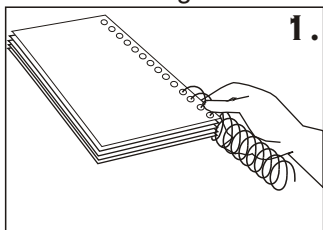
1. Place pre-selected comb behind Comb Binding Fingers. The comb opening side should be upward.
2. Slowly pull Comb Binding Handle forward to open comb until the comb binder is opened sufficiently to allow pages and covers to be inserted.



3. Neatly align the pages and covers. Holding the documents tightly with the front towards you, feed the comb through the holes.
4. When all combs are fully positioned through the holes, slowly move handle backward to close the comb. Lift out the bound documents from fingers. The comb binding is complete.

COIL BINDING




1. Align punched document and place document on top of table. Insert the coil into the first 4 to 5 holes.
 2. Hold document evenly and slide hand to drive the coils forward to insert into the holes.
 3. Use crimpers to cut & crimp the excess coil. Make sure you crimp-in both ends. This procedure will prevent the document from unbinding itself.
- Optional, for efficient Coil Binding, use Roll@Coil for electric binding if you have heavy and frequent jobs by Coils binding.






Roll@Coil



TECHNICAL INFORMATION

Size	Wire 3 : 1 (3 HOLES PER INCH) 			Wire 2 : 1 (2 HOLES PER INCH) 			Comb 9/16" (14.28mm) 																																																																																																														
Binding Format	14" = 40 Holes LEGAL = 38 Holes A4 = 34 Holes 11" = 32 Holes 8.5" = 24 Holes A5 = 24 Holes			14" = 27 Holes LEGAL = 26 Holes A4 = 23 Holes 11" = 21 Holes 8.5" = 16 Holes A5 = 16 Holes			14" = 24 Holes LEGAL = 23 Holes A4 = 21 Holes 11" = 19 Holes 8.5" = 15 Holes A5 = 14 Holes																																																																																																														
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Binding Format	Legal (14" or 356 mm) Oficio (13" or 330 mm) A4 (11.69" or 297 mm) Letter (11" or 279 mm) A5 (8.27" or 210 mm) 1/2 Letter (8.5" or 215.9 mm)	= 53 + 2 holes = 53 holes = 46 holes = 43 holes = 33 holes = 32 holes	= 55 + 2 holes = 54 holes = 49 holes = 46 holes = 34 holes = 35 holes	= 65 + 5 holes = 65 holes = 59 holes = 55 holes = 41 holes = 42 holes																																																																																								
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WARRANTY POLICY

YOUR **DuoMac** HAS A WARRANTY OF ONE YEAR FROM DATE OF PURCHASE. IN THE EVENT OF A MANUFACTURER'S 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 **DuoMac** IS NOT WORKING PROPERLY, FIRST FOLLOW THE CORRECTIVE ACTIONS ABOVE. IF THE PROBLEM PERSISTS, PLEASE CONTACT YOUR DEALER FOR FURTHER INSTRUCTIONS. PLEASE HAVE YOUR MACHINE'S 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 DAMAGES INCURRED DURING ITS TRANSPORTATION IS NOT COVERED BY OUR WARRANTY POLICY.