

# Tamerica

PRODUCTS, INC.

## OfficePro-46E

Electric Coil Binding Machine

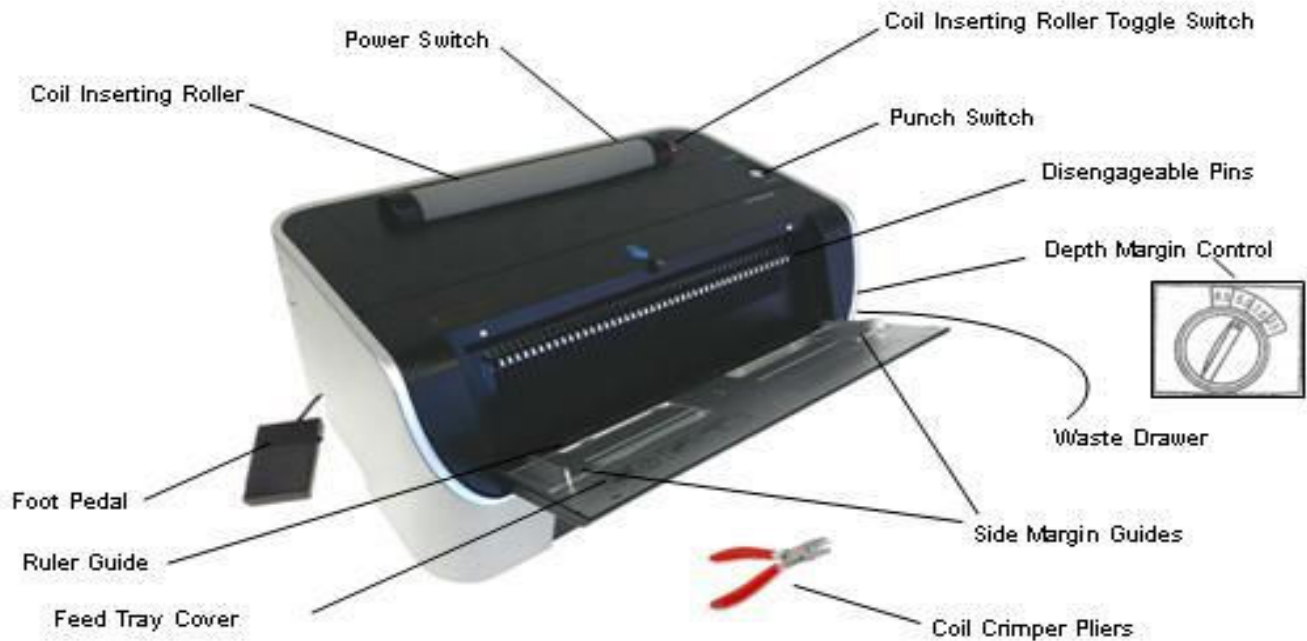


### ***OPERATING MANUAL***

#### **IMPORTANT !!!**

It will be beneficial to first get yourself acquainted with the features of your OfficePro-46E before attempting to use. Keep in mind all operational instructions, tips, and safety reminders every time you use your OfficePro-46E to best achieve desirable results.

## FEATURES



## SPECIFICATIONS

Binding Material	: Plastic Coil
Binding Capacity	: 25mm
Punching Capacity	: 20 sheets (20lb. paper)
Punching Length	: 11.7" (A4)
Punching Format	: Electric
Hole Pitch	: 6.35mm (4:1)
Hole Spec	: 4mm
Depth Margin	: 2.5 – 6.5mm
Punch Holes	: 46
Disengageable Pins	: 46
Power Supply	: 110V/60Hz
Machine Dimensions	: 17.3"x11"x9"
Machine Weight	: 42.9 lbs (19.5kgs)
Warranty	: 1 Year

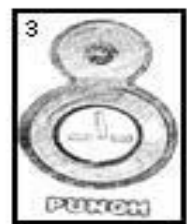
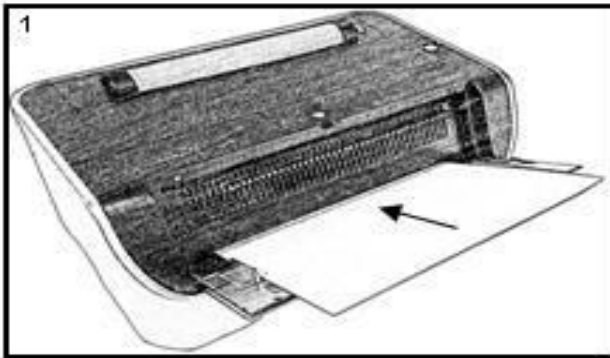
## SET-UP

	3/16"	1/4"	5/16"	3/8"	7/16"	1/2"	5/8"	3/4"	7/8"	1"
Coil Diameter	4.8mm	6.5mm	8.0mm	9.5mm	11mm	12.7mm	14.3mm	16mm	19mm	25.4mm
Sheet Capacity	20	40	55	70	85	95	110	120	155	190
Depth Margin	2.5			3.5			5			6.5

Reference the table above to determine the necessary coil diameter size based on sheet capacity. This may also be used to select the correct depth margin setting by turning the depth margin control dial.

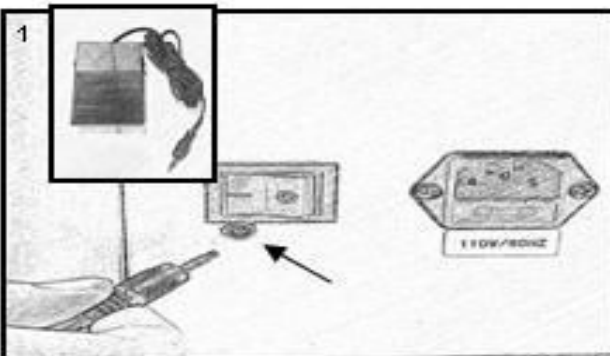
For safety reminders and other useful tips on the proper operation of your OfficePro-46E, please turn to the back page.

## PUNCHING

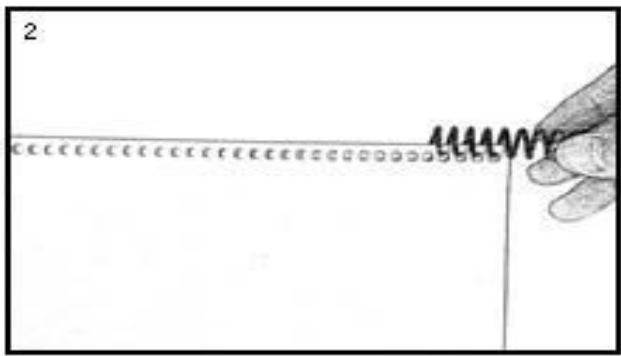


1. Open the feed tray cover & place your document on the paper feeder. Adjust side margin guides according to size of document and / or ruler guide. 2. Disengage pins that would punch off the edge of the document. 3. Press punch switch for punching. (Machine should be plugged into a 110v outlet.)

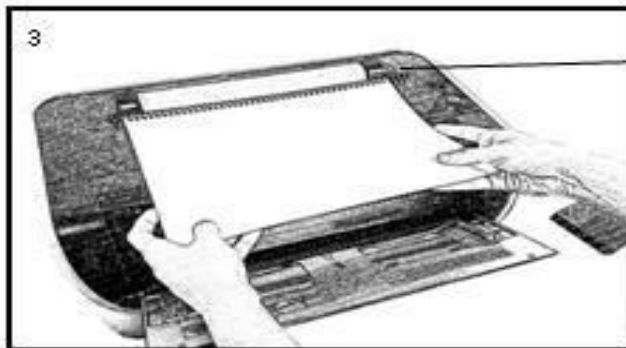
## COIL INSERTING / BINDING



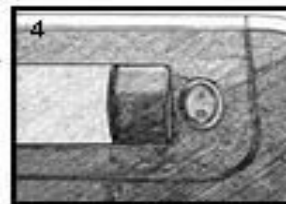
1. Connect the foot pedal jack into the female plug at the back of the machine. (below the power switch)



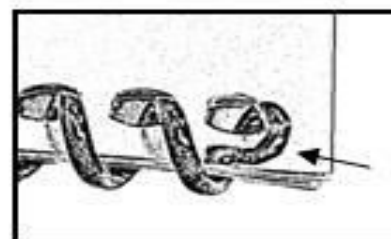
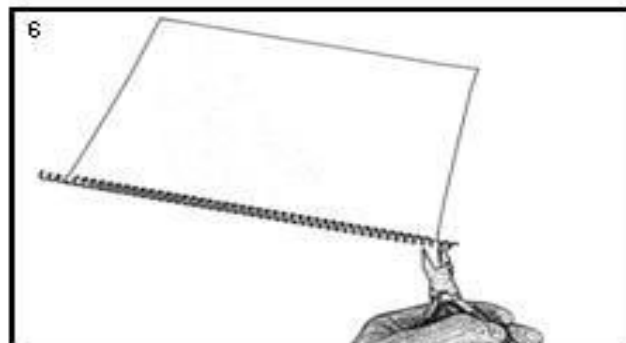
2. Align the punched document and manually insert the coil into the first 4 to 5 holes as shown.



3. Gently press the coil against the inserting roller.



4. Make sure the roller toggle switch is in the "OFF" (O) position. 5. Press the foot pedal & let the machine insert the coil into the rest of the holes. **NOTE: Always make use of the foot pedal to maximize the life span of the inserting roller. Leaving the switch in the "ON" (I) position will cause premature wear.**



6. Use the handheld coil crimper pliers to crimp the ends to keep the document from unbinding.



## SAFETY REMINDERS & OTHER USEFUL TIPS

1. This machine is not a toy, therefore children should not be allowed to operate it.
2. Make sure your OfficePro-46E is placed on top of a sturdy surface before use & that the electrical chord is securely attached to a wall outlet (110V).
3. Keep hair, fingers, jewelry and all loose clothing away from all moving parts of your OfficePro-46E as they may accidentally be pulled into the machine causing damage to it or worse, injury to the user.
4. Never operate your machine near water or any type of liquid to reduce the risk of electric shock.
5. Periodically check the electrical chord of your OfficePro-46e for any visible sign of damage and avoid using it when it is present.
6. Use a test sheet to punch to determine if there will be any holes running off the sides and disengage the appropriate pins.
7. Do not punch more than 20 sheets of 20lb. paper when punching. Preferably, punch no more than 12-15 sheets at a time to help extend the life of your OfficePro-46E.
8. When punching on PVC or PP covers, it is recommended that you punch at a maximum of 2 sheets at a time.
9. To prolong the life of the coil inserting roller, always use the foot pedal for coil insertion. Leaving it running or in the "ON" position may shorten the life span of your roller.
10. Periodically check and empty the waste drawer. An overfilled waste drawer may damage the machine when punching.
11. When not in use, keep the foot pedal away from reach and turn the machine off.
12. Protect your OfficePro-46E keeping it from the elements such as water or excessive heat.
13. Your OfficePro-46E should not be used other than its intended purpose and function.
14. Always call the authorized dealer first for technical issues or any malfunction. Trying to fix the machine by yourself might not only be dangerous, but may also void the warranty.

## WARRANTY INFORMATION

Our machines are guaranteed against defects in materials and workmanship for a period of one year from the date of original purchase from an authorized dealer of TAMERICA PRODUCTS, INC. If you perceive or experience any issue with the machine, kindly report it to the dealer within 10 business days of said purchase to avail of free pickup and redelivery from TAMERICA's Service Center. After the first 10 days, you will either receive service instructions and parts via mail free of charge for the duration of the warranty.

Note that when returning the machine for warranty claims, the machine should be returned in its complete original packaging to avoid incidental or consequential damages that may void the claim. A copy of the invoice or other proof of purchase also needs to be sent with the machine.

Upon evaluation of the machine and the determination of the actual defect, the machine will be restored to its regular working condition by the Service Center and shipped back to you free of charge. If you change your mind and simply want to return the machine, a 20% restocking fee is charged even within the 10-day grace period. Further, you will have to cover freight to return the machine and it has to be in brand-new resalable condition, otherwise, you might incur more charges.

This warranty covers all defects incurred in the normal use of the equipment except in the following cases:

1. Loss or damage to the equipment due to improper operation, abuse, mishandling or failure to follow the operating instructions.
2. Removal or alteration of the serial number.
3. The machine being serviced or modified by anyone other than a certified technician authorized by TAMERICA.

This warranty is valid only within the United States or its provinces and territories.