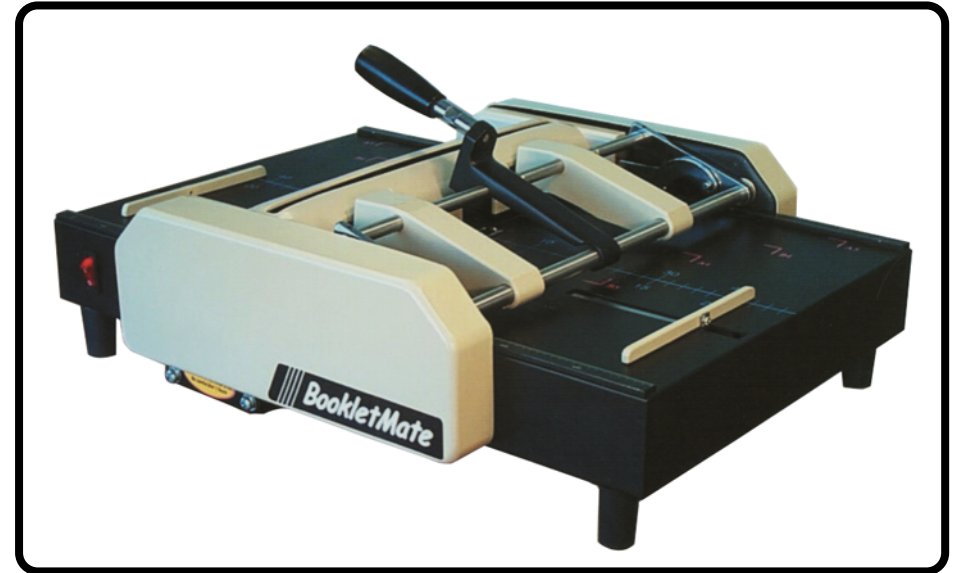


BookletMate Bookletmaker



Advanced Document Systems & Supply, Inc.

701 E. Gardena Blvd.

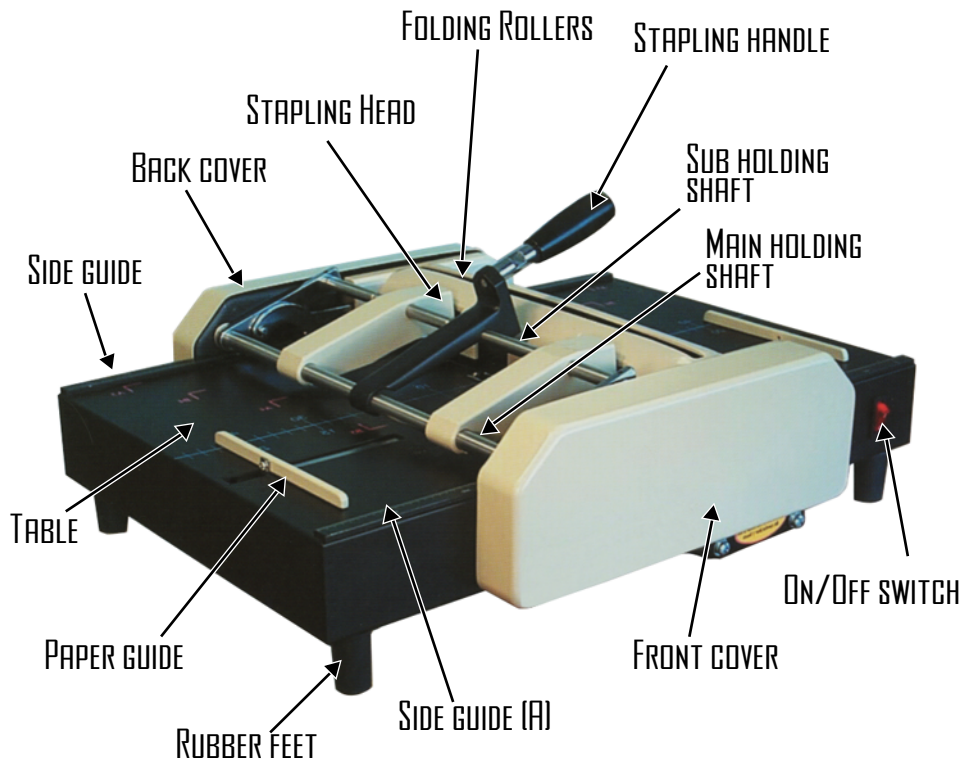
Gardena, California 90248

Phone: 800-808-2377 · www.adss.net

Operation Manual

Caution

When the machine is running, never put your hands near or under the rollers.



Specifications

PAPER SIZE	(MIN. 10 1/4" (L) X 7 3/4" (W) - MAX. 18 1/2" (L) X 11 3/4" (W))
MAX. STAPLING AMOUNT	12 SHEETS OF 20LB PAPER
MAX. FOLDING AMOUNT	10 SHEETS OF 20LB PAPER (40 PAGE BOOKLET)
POWER SOURCE	AC 110V 0.8A 60HZ
WATT	40 W
DIMENSIONS	22 3/4" (L) X 15 3/4" (W) X 9" (H)
WEIGHT	33 LBS

Operation Procedures

Before operating

1. Fit stapling handle: First insert the end of the stapling handle at the main holding shaft then press in the sub-holding shaft.
2. Load staples
3. Connect the power cable

Make a booklet

1. Switch on the machine
2. Choose the correct staple position according to the sheet size
3. Open the paper guides; place the sheets under the rollers and align the sheets to the side guide (A)
4. Set the paper guides to hold the sheets in position
5. Press down the stapling handle to complete the stapling
6. Lift up the stapling handle and firmly press down to the other side and hold. The stapled sheets will be fed up through the fold rollers to complete the booklet
7. Repeat steps 3-6 for further booklets
8. Switch off the machine when finishing

Side stapling

1. Choose and fix the staple position according to the sheet size
2. Place the sheets under the rollers
3. Depending on the stapling position, align the sheets to side guide (A) or side guide (B)
4. Set the side distance and hold the sheets
5. Press down the stapling handle for stapling
6. Repeat steps 2-5 for further side stapling

Repair & Maintenance

1. Always clean up machine after used.
In order to maintain your machine in good working order, please oil or grease the chain wheels and holding shaft every three months.