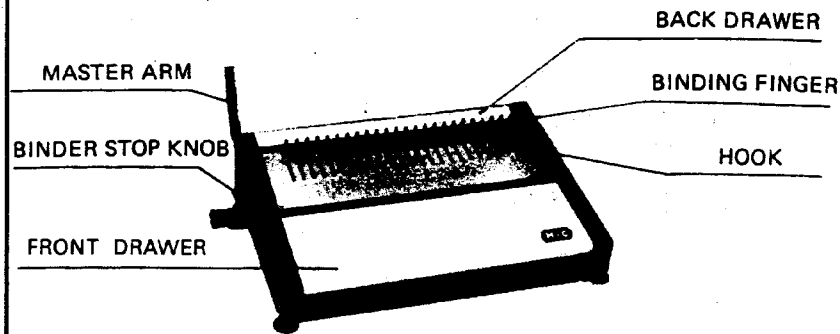


# HIC



To get acquainted with your HIC BINDER HB-240, it is recommended that you use blank or useless papers, before the actual job, to be punched and bound. That will avoid any unnecessary pressure of failure while learning an unfamiliar procedure.

Please follow the instructions carefully step by step. Also please pay your attention to our special notes at every step, if any.

# HIC

## CAUTION: HOW TO INSTALL THE MASTER ARM

- (1) Turn master arm left to the position 1 indicate on the Binder Stop plate, then can see the screw hole on the arbor (see. fig 1)
- (2) Turn the Binder stop Button left until the set pin to position 3 indicate on the Binder stop plate (see fig. 2)
- (3) Aim the screw hole of master arm & arbor straight, then fasten the enclose screw by "L" wrench. Tight, be sure. (see fig 2)

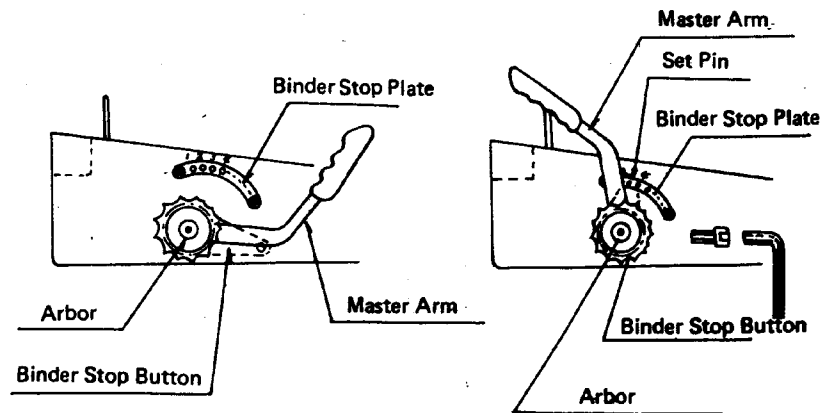


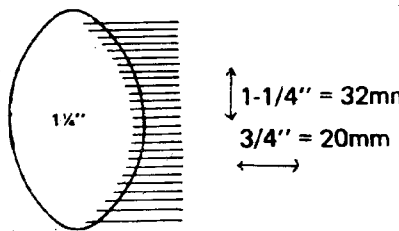
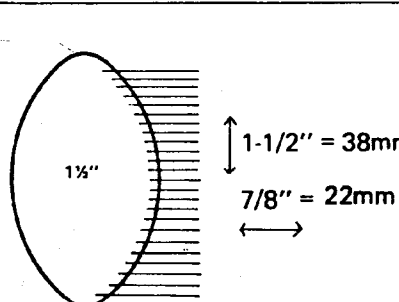
Fig. 1

Fig. 2

**NOTE:**

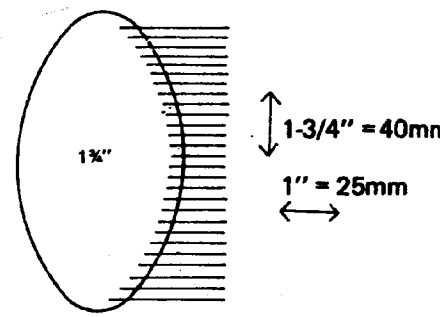
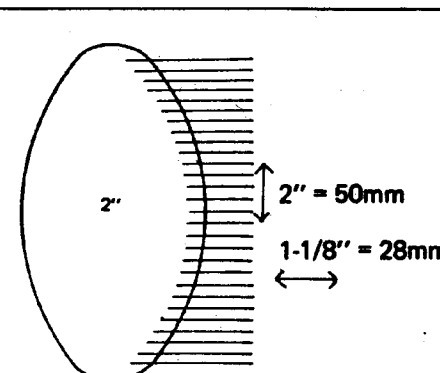
For any paper filling the coil diameter must be 2 mm to 3 mm (1/16" to 1/8") larger than the actual thickness of papers-including the covers.

OVAL SHAPE WITH LOCK

$\phi$ diameter	bound papers	depth guide
 <p>1 1/2"</p> <p>1-1/4" = 32mm 3/4" = 20mm</p>	275 sheets	pos. 3
 <p>1 1/2"</p> <p>1-1/2" = 38mm 7/8" = 22mm</p>	325 sheets	pos. 4

CONTINUE TO NEXT PAGE









OVAL SHAPE WITH LOCK

 <p>1 3/4"</p> <p>1-3/4" = 40mm 1" = 25mm</p>	375 sheets	pos. 4
 <p>2"</p> <p>2" = 50mm 1-1/8" = 28mm</p>	425 sheets	pos. 4

**NOTE:**

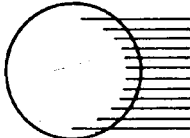
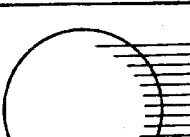
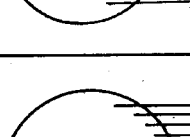
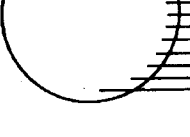
For any paper filing the coil diameter must be 2 mm to 3 mm (1/16" to 1/8") larger than the actual thickness of papers including the covers.

CIRCLE SHAPE – WIDE BACK & NARROWBACK

$\phi$ diameter	bound papers	depth guide
 3/16" = 4mm	16 sheets	pos. 1
 1/4" = 6mm	34 sheets	pos. 1
 5/16" = 8mm	54 sheets	pos. 1
 3/8" = 9 mm	74 sheets	pos. 2
 7/16" = 11mm	94 sheets	pos. 2
 1/2" = 12mm	112 sheets	pos. 2
 9/16" = 14mm	130 sheets	pos. 3
 5/8" = 15mm	150 sheets	pos. 3

(continue to next page)

CIRCLE SHAPE – WIDE BACK & NARROWBACK

 3/4" = 20mm	170 sheets	pos. 3
 7/8" = 22mm	200 sheets	pos. 4
 1" = 25mm	225 sheets	pos. 4
 1-1/8" = 28mm	250 sheets	pos. 4

# HIC

## STEP 1: BINDING

### 1-1: CHOOSE RIGHT PLASTIC BINDING

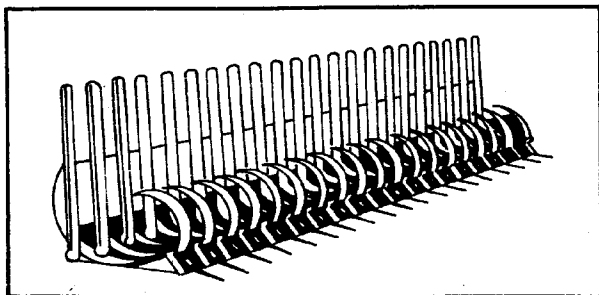
For any paper filing the coil diameter must be 2mm to 3mm (1/16" to 1/8") larger than the actual thickness of papers including the covers. Please refer to the chart on page 5-8 (For example: the 1/2" plastic binding is chosen for the 9mm thick papers.) Of course, the ring size (number) should correspond to the number of holes punched on the papers.

#### NOTE:

If the diameter is too small, the pages will not lie flat that will cause difficulty in turning pages and may even tear out.

### 1-2: POSITIONING OF THE PLASTIC BINDING

Place the plastic binding, with the open side up, behind the binding fingers and let it fall forward between the finger so the Hooks can engage the rings.



# HIC

### 1-3: ADJUSTING THE PLASTIC BINDING OPENING

- a) The Binder Stop Knob is on the left hand side. Turn it down forward until the set pin to the position No. 16 indicate on the Binder Stop Plate.
- b) Push the Master Arm backward until the proper opening of plastic binding is reached. Hold it there.
- c) Turn the Binder Stop knob back until it locks. Fix it here.

### 1-4: BINDING

Hold the papers together tightly, making sure their edges are flush, until all tips of the plastic binding are through the holes of papers. Move the papers gently back and forth, if the tips don't go through easily. After finishing that, push the Arm back to close the plastic binding. Be sure to pull it as far as it relaxes so that the Hooks will fully disengage the plastic binding. Take out the bound papers. The job is done.

#### NOTE 1:

While entering the papers onto the plastic binding, be sure they face down, with the front cover on the bottom. This will place the opening of plastic binding to the back of the book to ensure the good looking.