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› Rayson TD-132 Wire Binding Machine Instruction Manual

## RAYSON TD-132

# Rayson TD-132 Wire Binding Machine Instruction Manual

Model: TD-132

## 1. INTRODUCTION

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Thank you for choosing the Rayson TD-132 Wire Binding Machine. This manual provides essential information for the safe and efficient operation, maintenance, and troubleshooting of your binding machine. Please read these instructions thoroughly before initial use and retain them for future reference.

## 2. IMPORTANT SAFETY INSTRUCTIONS

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- Always operate the machine on a stable, flat surface.
- Keep hands and loose clothing away from moving parts during operation.
- Do not exceed the maximum punching capacity of 12 sheets (80gsm/20lb paper) or 2 sheets of 230g cardboard/0.2mm/7mil plastic cover. Overloading can damage the machine.
- Ensure the paper scrap tray is regularly emptied to prevent jamming and maintain punching quality.
- Keep out of reach of children.
- Use only compatible 3:1 pitch binding accessories.

## 3. PACKAGE CONTENTS

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Upon unpacking, please verify that all the following items are included:

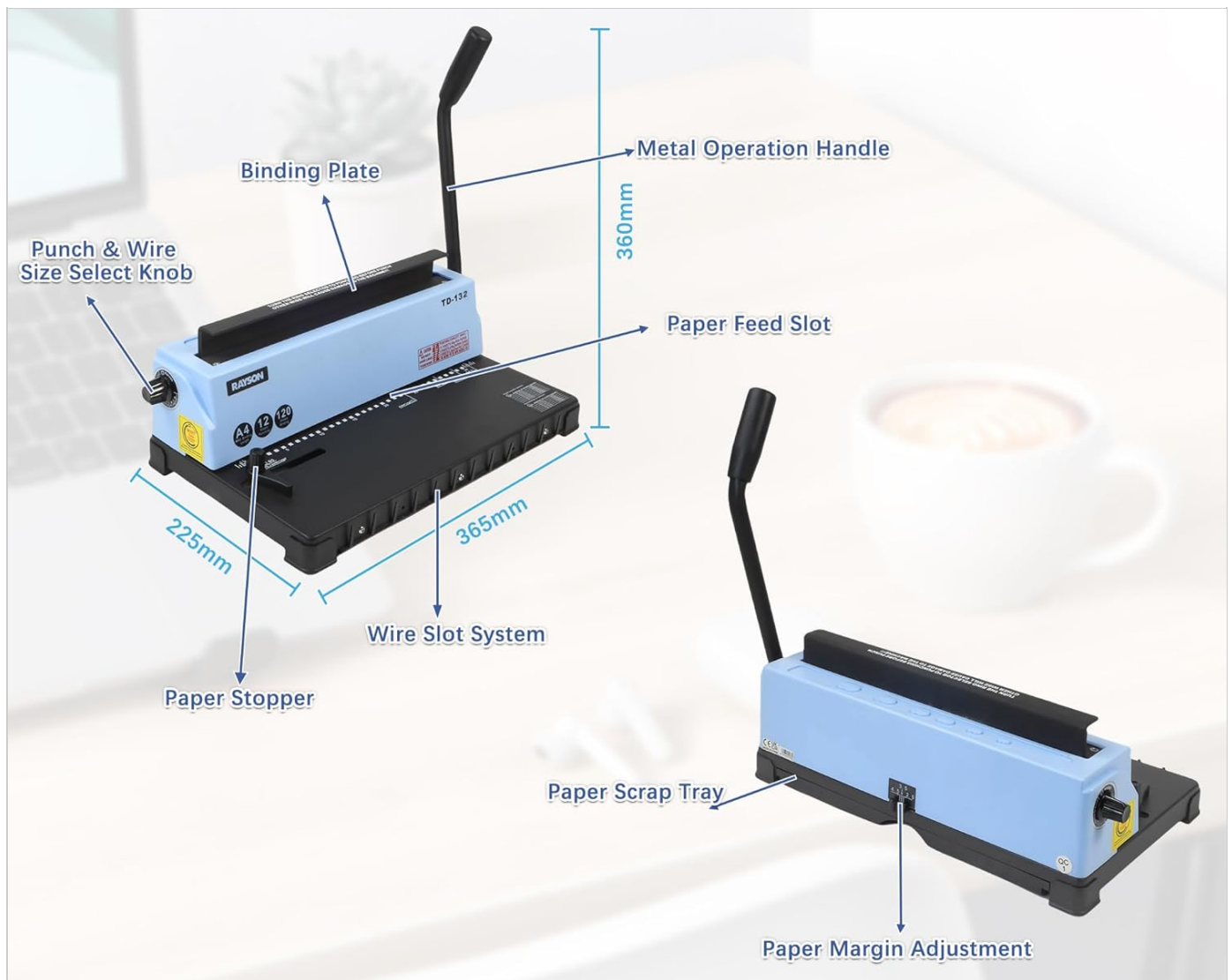
- Rayson TD-132 Wire Binding Machine
- Operating Handle
- Corner Rounder Puncher
- Assorted 3:1 Pitch Binding Spines (Wire, Coil, Click)
- Oil Blotting Paper
- Instruction Manual

**Note:** Be careful when removing the machine from its packaging, as some smaller items may be scattered within the box.

## 4. PRODUCT OVERVIEW

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Familiarize yourself with the components of your Rayson TD-132 binding machine:



**Figure 4.1:** Labeled diagram of the Rayson TD-132 Wire Binding Machine, showing the Punch & Wire Size Select Knob, Paper Feed Slot, Binding Plate, Metal Operation Handle, Wire Slot System, Paper Stopper, Paper Scrap Tray, and Paper Margin Adjustment.

- **Punch & Wire Size Select Knob:** Used to select between punching and binding modes, and to adjust the wire size for binding.
- **Paper Feed Slot:** Where documents are inserted for punching.
- **Binding Plate:** Area where binding spines are placed for document insertion.
- **Metal Operation Handle:** Used to activate the punching mechanism and to close binding wires.
- **Wire Slot System:** Guides for holding and closing wire binding spines.
- **Paper Stopper:** Adjustable guide to ensure consistent paper alignment for punching.
- **Paper Scrap Tray:** Collects paper debris from punching. Located at the bottom of the machine.
- **Paper Margin Adjustment:** Knob to adjust the distance of the punched holes from the paper edge (2.5mm, 3.5mm, 4.5mm).

## 5. SETUP

1. **Unpack the Machine:** Carefully remove the binding machine and all accessories from the packaging. Ensure no small parts are left behind.
2. **Attach the Operating Handle:** The operating handle is typically stored separately. Insert the handle into its designated slot on the machine and secure it.
3. **Initial Cleaning:** Before first use, it is recommended to punch several sheets of the included oil blotting paper or scrap

paper. This helps to remove any residual manufacturing oil from the punching blades, ensuring clean punches for your documents.

## 6. OPERATING INSTRUCTIONS

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### 6.1. Punching Documents

1. **Select Punching Mode:** Turn the Punch & Wire Size Select Knob to the "PUNCHING" position. This ensures the machine is set for punching and not for closing wires.
2. **Adjust Paper Margin:** Use the Paper Margin Adjustment knob to set the desired distance of the holes from the edge of your paper (2.5mm, 3.5mm, or 4.5mm).
3. **Set Paper Guide:** Adjust the Paper Stopper to align your document size. The machine has pre-marked guides for Letter, Junior Legal, and B5 sizes. For other sizes like A5, A6, or Half Letter, manually center the paper and adjust the guide accordingly.
4. **Insert Paper:** Insert up to 12 sheets of 80gsm/20lb paper (or 2 sheets of 230g cardboard/0.2mm/7mil plastic cover) into the Paper Feed Slot, ensuring it is aligned straight against the paper stopper.
5. **Punch:** Firmly press down the Metal Operation Handle to punch the holes.
6. **Clear Debris:** After each punch, pull the handle down completely without paper to clear any paper scraps from the punching blades. This prevents clogging and ensures clean, even holes.

# How to use



1 Install the operation handle



2 Turn the knob to the "Punch" position



3 Secure the documents and press the lever to punch holes



4 Place the punched documents onto the wire



5 Position the wire and documents in the binding plate



6 Adjust the knob to the wire size



7 Press the operating lever to complete the binding

For first-time use, wipe off any oil residue on the blades using the included degreasing paper.



Wire binding spines



Coil binding spines



Click binding spines

Figure 6.1: Visual guide for the punching process, showing handle installation, knob adjustment, document insertion, and punching action.



Figure 6.2: Indication of punching capacity (12 sheets) and binding capacity (120 sheets) for Letter size paper.



Figure 6.3: Close-up of the paper margin adjustment knob, showing settings for 2.5mm, 3.5mm, and 4.5mm.

## 6.2. Binding Documents

The Rayson TD-132 supports various 3:1 pitch binding accessories, including wire binding spines, spiral coils, and click binding spines.

1. **Prepare Binding Spine:** Place the chosen binding spine (wire, coil, or click) onto the binding plate or wire slot system.
2. **Open Spine:** For wire binding, turn the Punch & Wire Size Select Knob to the appropriate wire size. This will open the wire loops. For click or spiral coils, manually open them if necessary.
3. **Insert Punched Documents:** Carefully thread the punched documents onto the open binding spine. Ensure all pages are correctly aligned.
4. **Close Spine:** For wire binding, turn the Punch & Wire Size Select Knob back to the punching position or use the handle to gently close the wire loops. For spiral coils, manually twist the coil through the holes. For click binding spines, manually close the spine.
5. **Verify Binding:** Check that all pages are securely bound and can turn freely.



Figure 6.4: Illustration of 3:1 pitch with 32 square holes, compatible with Letter size documents.

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7 Press the operating lever to complete the binding

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Wire binding spines



Coil binding spines



Click binding spines

Figure 6.5: Examples of documents bound with wire, coil, and click binding spines.

## 7. MAINTENANCE

- **Empty Paper Scrap Tray:** Regularly check and empty the paper scrap tray located at the bottom of the machine. A full tray can lead to jammed punches or slanted holes.
- **Clean Punching Blades:** Periodically punch a few sheets of scrap paper or oil blotting paper to keep the punching blades clean and lubricated.
- **Store Properly:** When not in use, store the machine in a clean, dry environment. The operating handle can be stored on the bottom of the machine for compactness.

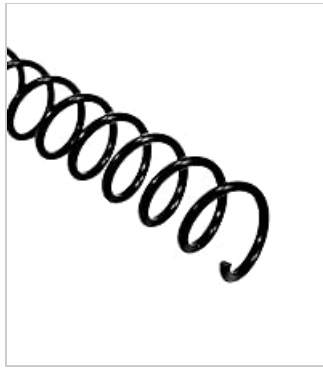


Figure 7.1: View of the paper scrap tray, which should be emptied regularly.



Figure 7.2: The operating handle can be stored securely on the bottom of the machine.

## 8. TROUBLESHOOTING

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Problem	Possible Cause	Solution
Punch holes are slanted or uneven.	<ul style="list-style-type: none"> <li>Paper debris inside the machine.</li> <li>Paper not inserted straight.</li> <li>Too many sheets loaded at once.</li> </ul>	<ul style="list-style-type: none"> <li>Empty the paper scrap tray and clear any debris from the punching mechanism.</li> <li>Ensure paper is aligned perfectly against the paper stopper.</li> <li>Reduce the number of sheets per punch to within the recommended capacity.</li> </ul>
Machine jams during punching.	<ul style="list-style-type: none"> <li>Overloading the machine.</li> <li>Paper scraps obstructing the blades.</li> </ul>	<ul style="list-style-type: none"> <li>Do not exceed the maximum punching capacity.</li> <li>Clear the paper scrap tray and ensure blades are free of debris.</li> </ul>
Binding wires do not close properly.	Incorrect wire size selected or improper closing technique.	Ensure the correct wire size is selected on the knob and apply even pressure when closing the wire.

## 9. SPECIFICATIONS

Feature	Detail
Model	TD-132
Brand	RAYSON
Punching Capacity	12 sheets (80gsm/20lb paper)
Binding Capacity	Up to 120 sheets (80gsm/20lb paper)
Pitch	3:1
Number of Holes	32 square holes (4x4mm)
Max. Sheet Size	Letter size
Binding Types Supported	Wire binding spines (1/4" to 9/16"), Click binding spines, Coil binding spirals
Paper Margin Adjustment	2.5mm, 3.5mm, 4.5mm
Construction	Durable metal and ABS
Item Weight	11.64 pounds
Product Dimensions	15.75 x 9.06 x 14.57 inches

## 10. WARRANTY AND SUPPORT

For warranty information, technical support, or service inquiries, please refer to the contact details provided with your purchase documentation or visit the official RAYSON website. Keep your purchase receipt as proof of purchase for warranty claims.

