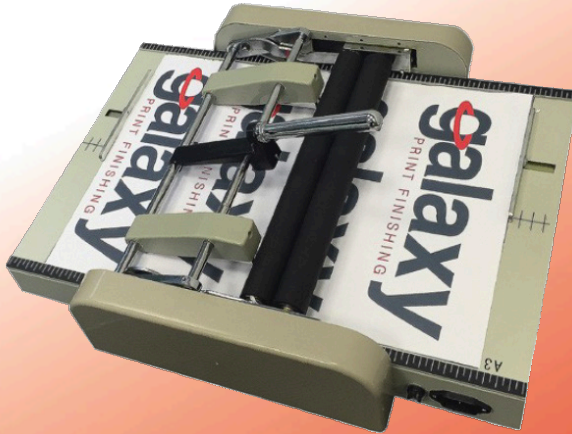




BOOKIT BOOKLET MAKER



INSTRUCTION MANUAL

Please read this Operation Manual before using this machine.
Keep the Instruction Manual with care in a fixed storage place so that it may
be available when required.

Email: info@galaxyprintfinishing.com

Telephone: 0161 8832 722

www.galaxyprintfinishing.co.uk

Introduction:




The Galaxy Bookit Booklet Maker is an entry level folder stapler that produces half folded booklets. It's low price, combined with ease of use and a small footprint make it ideal for small businesses, hobby clubs, schools and churches.

We hope you enjoy using your new machine and save many hours labour.

Contents:

- 2** Introduction
- 3** Safety Instructions
- 4** Parts
- 5** Maintenance

Safety Instructions:

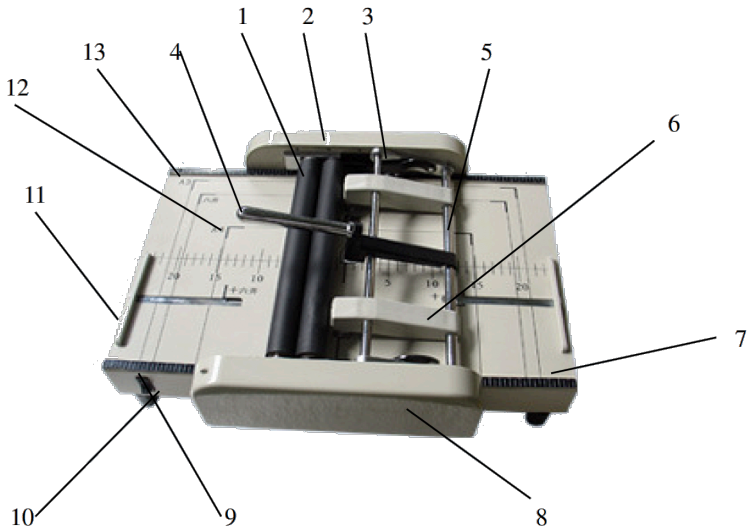
	Danger: This symbol stands for immediate danger, threatening the life and health of persons. Disregarding these instructions may cause severe damage to health and even serious injuries.
	Caution: This symbol stands for an endangering situation that may occur. Disregarding these instructions may lead to slight injuries or damage to property.
	Note: This symbol stands for notes, operational hints and other useful information. They are convenient for exploiting the machine's functional abilities.

Caution:



- Do not let your hair, a necktie, or a necklace hang above the drive of the machine. Doing so may cause an injury.
- Do not put the machine on an unstable place such as a shaky stand or a slanted floor. Doing so may cause the machine to drop or fall down, causing an injury.
- Only use the correct power supply which is suitable to the machine.
- Use standard paper and the recommended Galaxy Print Finishing Staples.
- Pull the handle clockwise immediately when folding the book, to prevent an unnecessary wear to the gear wheel.
- Do not put your hands under the stapler when binding the book or a serious injury may occur.
- Do not touch the roller of paper folding when the machine is working or serious injuries may occur.
- Remove any loose hanging clothing such as ties.

Parts:



1	Paper Folding Roller	8	External Cover
2	Back Cover	9	Switch
3	Primary Axle	10	Rubber Feet
4	Handle	11	Paper Guide
5	Secondary Axle	12	Size Guide
6	Stapler	13	Ruler
7	Ruler		

Operational Process:

1. Preparation Before Operation:

- Install the handle.
- Install the staples into the staple head.
- Ensure all parts of the machine are flexible and able to move.

2. Operation Process:

- Select the stapler position according to the paper size.
- Fix the paper position by moving the adjustable paper plate.
- Push down the handle to apply staples to booklet.
- Pull the handle back up to engage the folding mechanism and then the pages will come up folded.
- Remove the completed booklet from the machine.
- After operating, clear the machine of all paper.

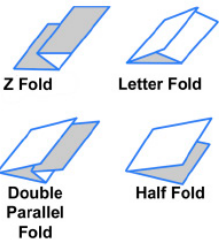
3. Maintenance:

- Clear the machine of paper after use.

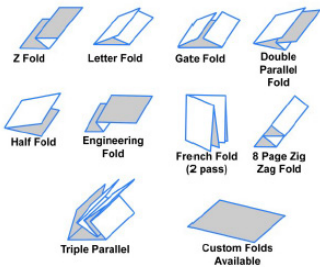
Specification:

Paper Size	Max: 297mm x 420mm & Min: 197mm x 273mm
Max Binding Capacity	10 pages (80gsm)
Max Folding Capacity	10 pages(80gsm) or 56 pages of small volume
Voltage	AC220V 0.5A 60Hz
Power	40W
Exterior Size	L: 500mm X W: 395mm X H:220mm
Weight	13KG

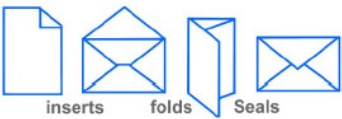
Paper Folding Machines



Pharmaceutical Folding Machines

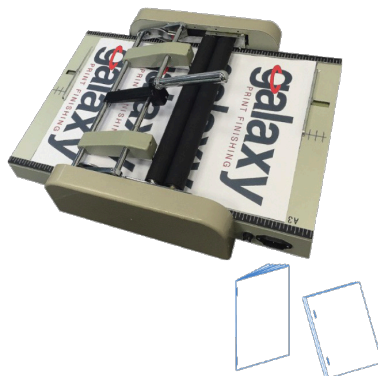


Folder Inserters



Booklet Makers

Our booklet makers are useful for anyone wanting to make stapled booklets. Turn multiple A4 sheets into an A5 booklet or multiple A3 sheets into an A4 booklet. They're very handy for making things such as menus, brochures, church service booklets and so on. Offering a low cost solution that drastically improves production, efficiency and the quality of a finished result.



Business Card Cutters

Here at Galaxy, we provide a wide range of quality card cutters ideal for business cards, shop tags, postcards and other applications. These machines are perfect for in house low to medium volume runs.



Creasing & Perforating Machines

Our card creasing and perforating machines will cater for the smaller user up to the print finishing specialists.



Envelope Slitters

We provide a range of envelope openers which are suitable for all types of offices. We have basic letter openers through to letter openers with mail extraction systems built in.



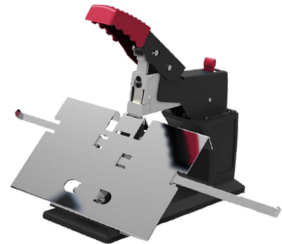
Corner Rounders/Punches/Cutters

Galaxy offers a range of corner rounders, cutters and punches. These can range from the smaller jobs to the more heavy duty applications.

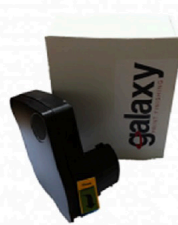


Staplers

Staple with ease with our effortless staplers that are suitable for your stapling needs.



Franking Labels and Inks





We offer products around the world which has enabled us to develop local partnerships that are benefiting customers and business partners alike. For mail room and print finishing solutions, we have an extensive range of machines and supplies.

Give us a call today to see how we can help with your mail room and print finishing requirements.

A large, stylized graphic of a planet with a grey sphere and an orange ring system is positioned in the background of the contact information. The planet is centered horizontally and partially obscured by the text.

Telephone: 0161 8832 722
Email: info@galaxyprintfinishing.com

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