BINDING MACHINE

PLEASE ASK FOR ASSISTANCE BEFORE YOU START

Operating Instructions

Punching Paper

1. Align papers (10 pages maximum) in the **Punch Slot**
2. **Punch Lever** needs to be up beforehand for the holes to be punched correctly
3. Pull **Punch Lever** down and up to punch holes in the paper
4. Remove papers from slot.

Binding

1. Place plastic coil behind **Vertical Comb** with open portion of the plastic coil facing up
2. Pull the lever up to separate coils far enough to insert papers
3. Tread all papers onto the open plastic coil.
4. Push **Binder Lever** down to close the binding coils
5. Remove the newly bound book by lifting it upwards