

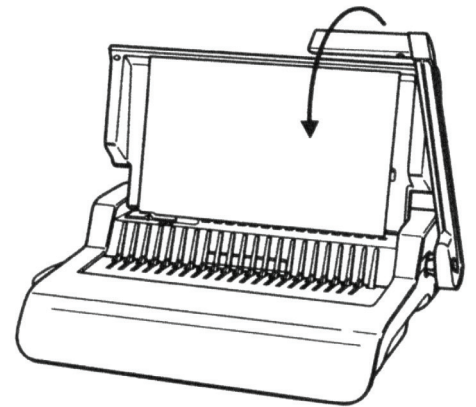
# booklet

# BINDING

**Binding materials are available at the Service Desk for FREE.**

## Punching the paper

- 1** Place paper to be punched in the back slot of the machine, being careful not to overfill. The paper should be able to go in and be pulled out without any effort (20 sheets maximum).
- 2** Line up the paper with the paper guide on the left. Make sure the guide is set correctly for your paper size.
- 3** Pull the large lever on the right side down all the way, and then back up to its resting position.
- 4** Take the paper out.



 Repeat these steps as necessary to punch your entire booklet.

## Binding the sheets together

- 1** Move the small lever on the left side all the way back so the small 90 degree arms are all the way back and moved over in front of the teeth.
- 2** Place the binding comb behind the teeth with the rings of the comb coming between the teeth.
- 3** Pull the small lever until the binding comb is in the correct position to place the paper onto the open rings. If the rings pop off, you may have pulled too hard, and will need to pull the comb out and start over.
- 4** Set the punched paper in order on the combs.
- 5** Once all the paper has been added, push the small lever back to its resting position.
- 6** Pull the document up off the teeth.

