The Binding Machine

Getting Help

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Introduction

The Binding Machine manually punches up to 15 sheets of paper at a time. It has a guide to select the proper size comb. It binds up to 150 sheets with a ¾” comb. The available comb sizes are 3/8”, ½”, 5/8”, and 1”.

Getting Started using the Binding Machine

1. The paper loads vertically (Fig 1,1) and uses an edge guide to center documents for accurate punching.

2. Select the proper size comb (Fig 2). The pull out tray on the right of the unit has paper thickness guides to help select the best size comb.

3. Drop the comb onto the teeth of the binder (Fig 3,1) making sure the comb flaps will roll open toward you and raise the lever to open the comb flaps (Fig 3,2).
4. Place the punched sheets over the open flaps (Fig 4,1), when the comb is open.

5. Move the side lever back down to close the comb flaps (Fig 5,1) and secure the document in the comb.

6. Lift the comb from the teeth (Fig 6) and your document is bound and ready to use.