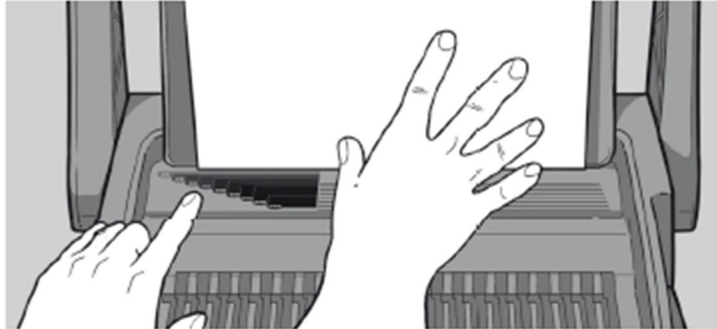


## How to bind

### 1A Measure document using color coded

guide. Open the lid of the machine and rest your document (including any cover sheets, you have chosen) against the lid on the 'staging' area provided. Gently push the document back against the lid and check the document size using the color-coded guide on the staging area. You can leave your document on the staging area in readiness to punch.



### 1B Select comb which fits your document.

Use the comb size guide to select the size of comb that fits your document i.e. 25 sheet documents = 1/4" comb.



### 2A Load comb onto machine.

Insert the binding comb next to the white positional arrow on the machine, behind the metal comb support fingers, with the open side of the comb pointing upwards.



**2B** Open comb by turning lever towards you.

The colored arrows adjacent to the opening comb act as a guide as to how far to open in order to allow punched sheets to be easily inserted.



**3A** Select document size. Adjust the edge guide button to select the paper / cover size you wish to bind; Letter (8 ½"x 11") or A4 (297mm x 210mm). When using oversized covers, select the oversize position, punch the covers for your document and set aside.

Then select either Letter or A4 and proceed.

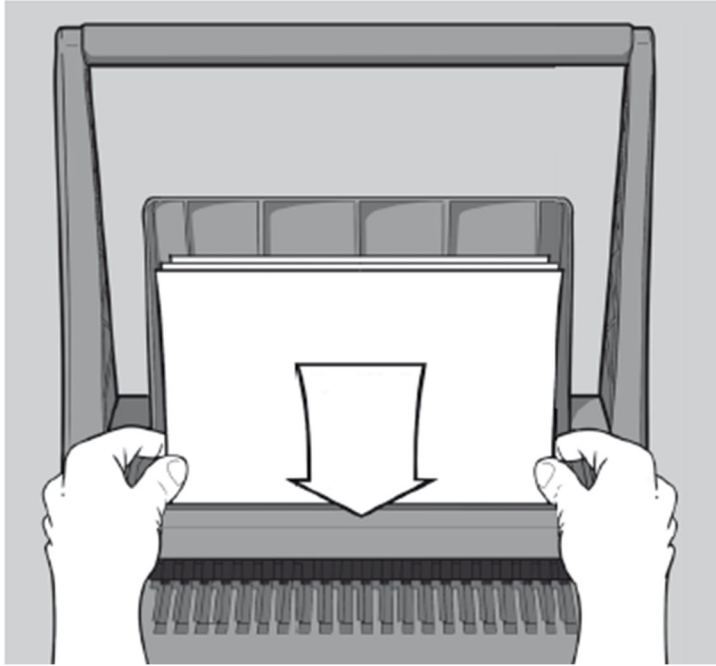


**3B** Load pages into slot. You can punch 2 cover sheets or up to 20 sheets of paper (20lb./80gsm) at a time.

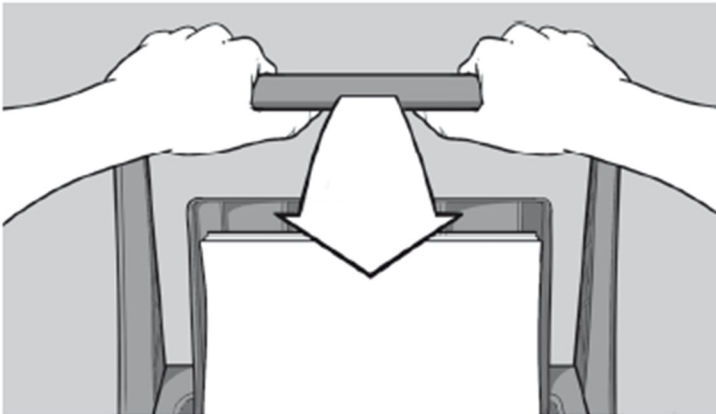
**Using the conventional method:** Select the quantity of sheets to punch and tap the edge of the sheet stack against the staging area to ensure that all sheets are aligned. Place the stack to be punched directly into the punching slot and slide to the left until it comes to rest against the edge guide. Your sheets will now be perfectly aligned. Let go of the sheets and grasp the punch handle with both hands.

**Using the gravity fed paper count method for increased productivity:** Pull forward your document (or a stack of sheets from your document) from its resting position against the lid. Continue until it meets the wall in front of the punch slot. Relax your grip on the document or stack and the first 20 sheets will fall directly into the punching slot. Return the sheets not engaged in the punch slot back to a resting position against the lid. Slide the sheets in the punching slot to the left as far as they will go. Your sheets will

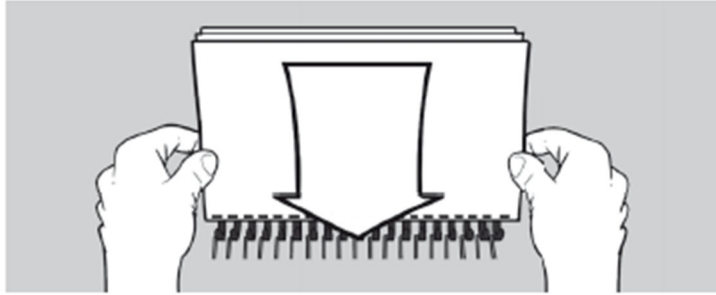
now be perfectly aligned. Let go of the sheets and grasp the punch handle with both hands.



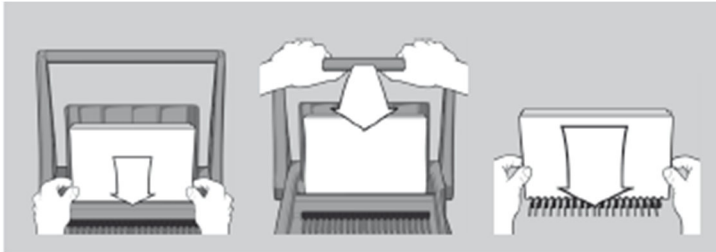
**3C** Punch pages by pulling handle down. Then lift the handle back to the vertical position and remove the punched sheets. Note: To prevent jams do not attempt to punch more than two cover sheets at a time.



**3D** Assemble pages onto open comb. Remove the sheets from the punch slot and insert onto the fingers of the binding comb.



**3E** Repeat process as required. Repeat stages 3B-C-D until your document is fully loaded on the comb.



## CLOSE

Close ComBind and remove document.

