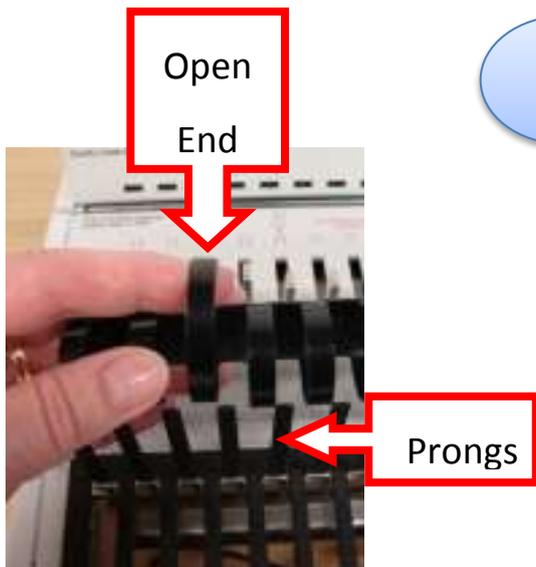


- Before binding -

Check that both levers are pushed back and find some scrap paper which you will need for testing the machine's settings with.



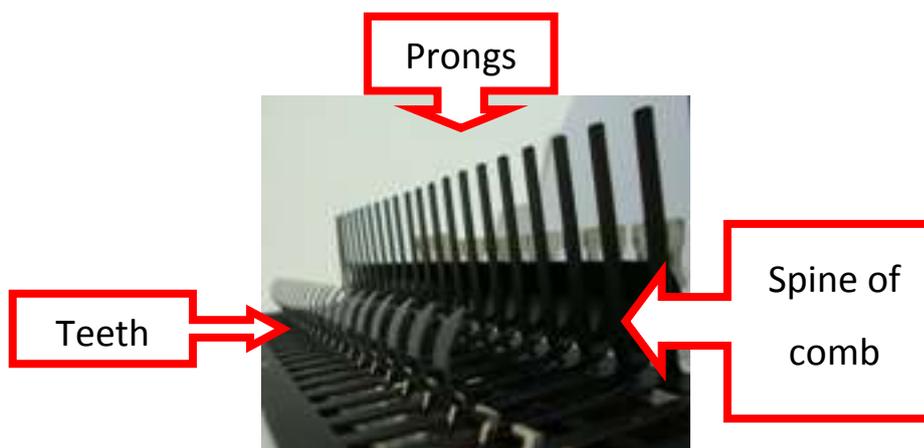
1

Place the spine of the comb behind the upright **prongs**, with the teeth between the **prongs** and the **open ends** at the **top**.



2

Slowly pull the **small lever towards you** to partially open the **comb**.



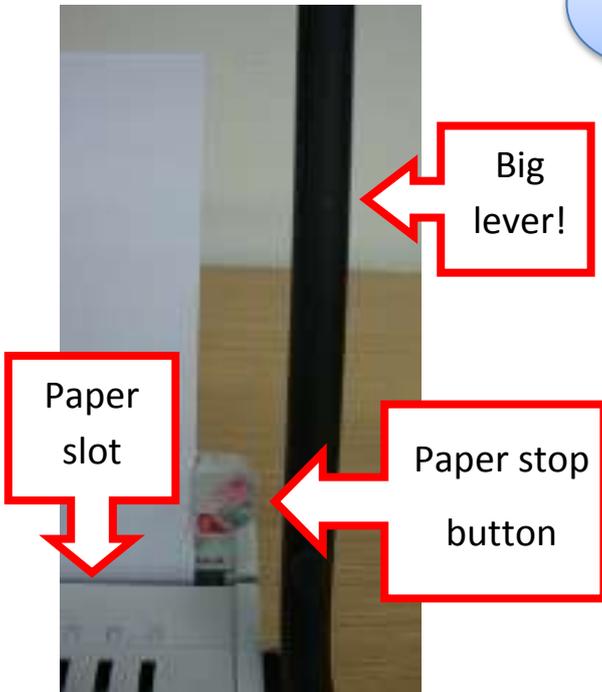
Complete stages 3 and 4 with scrap paper first to check that the holes will be punched correctly before using your own document.

3

Put a maximum of **15-20 sheets** of paper in the **slot at the back**.

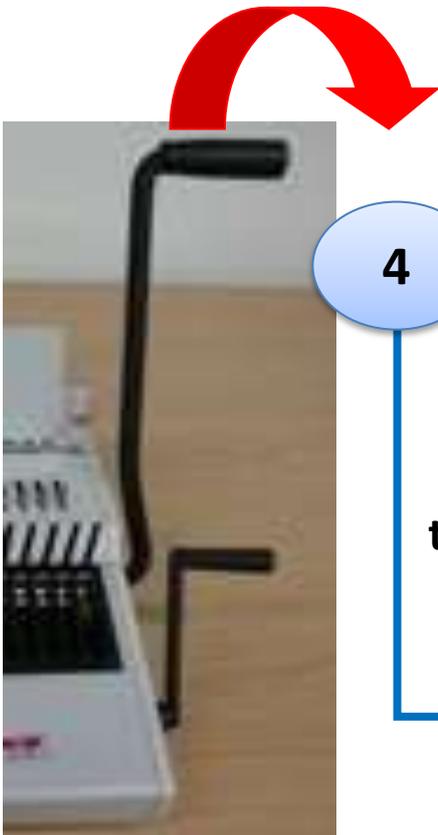
Check the edge you want to punch the holes in is at the **bottom**, inside the **slot**.

Push the paper up against the **paper stop button** at the **right** of the **slot**.



4

Pull the **big lever** towards you **all the way**, and then **push it back up**.





5

Remove the paper and put it on to the **teeth** of the **spiral comb**.

Repeat until finished.



6

Push the **small lever** back to its original position and slide the finished work off the **prongs**.

