

Binding Machine Instructions



Check that the device is switched on, before use (the switch is on the back)



The sheet size (A4/A5) that needs to be punched can be set on the left.



Insert sheets and the cover sheet (max. 20 pages at a time) and press the button to the right of the green lamp to punch.

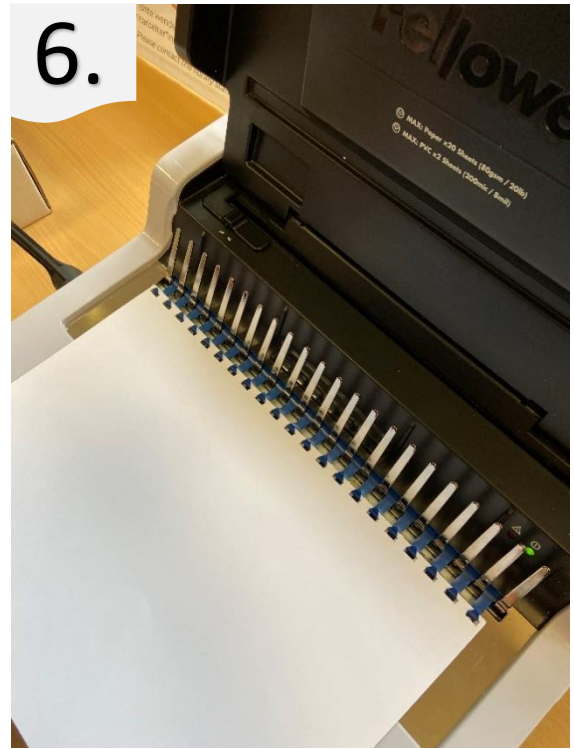


After punching, a template can be opened on the right to check the size of the binding spine.

Binding Machine Instructions



Insert the plastic binding spine into the metal comb. Then slowly move the lever towards you to open the binding spine.



Insert the punched pages into the binding spine, do not forget the cover sheet.



Push the lever back again to close the binding spine.

If you have any
problems or questions,
please contact
the library staff.