

Using the Comb Binder

Step 1: Raise the lid

- Lift the lid of the machine.



Step 2: Raise the punch handle

- Lift the punch handle as far up as it will go.



Step 3: Insert the pages to be punched

- Slide the pages to be punched into the slot below the lid, and push them as far to the left as they can go.
- Punch no more than 15 pages at a time.
- Make sure pages are evenly lined up before punching.



Step 4: Punch the pages

- Pull the punch handle down all the way to punch the pages, and then lift the punch handle to the upright position again.
- If there is too much resistance on the handle, remove some of the pages and try again.
- Remove the punched pages.
- Continue inserting and punching until all pages have been punched.



Step 5: Orient the comb for insertion

- Hold the comb so that the solid back is facing away from you and the loose ends of the comb's teeth are at the top of the comb.



Step 6: Insert the comb

- With the comb in that orientation, slide it behind the teeth of the comb opener.
- The solid back of the comb should be behind the teeth of the comb opener, and the rings of the comb should stick out between the teeth.

**Step 7: Open the comb**

- Rotate the comb opening lever forward to open the comb.
- Open the comb as far as you need to be able to get the punched pages onto it easily.

**Step 8: Inset the pages**

- Slide the punched pages onto the comb.
- If the order of the pages is important, be careful to put them on the comb in the right order.

**Step 9: Close the comb**

- Once all the pages are in place, rotate the comb opening lever back to close the comb.

**Step 10: Remove the comb-bound book and close the machine**

- Lift the finished book off the machine
- Close the lid
- Lower the punch handle

