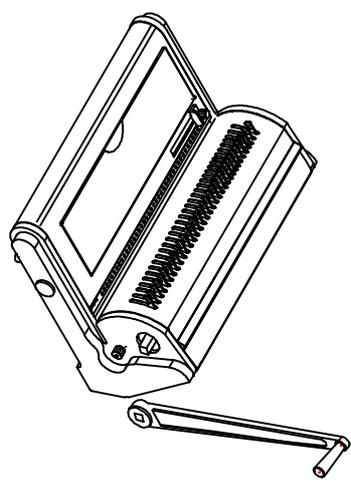
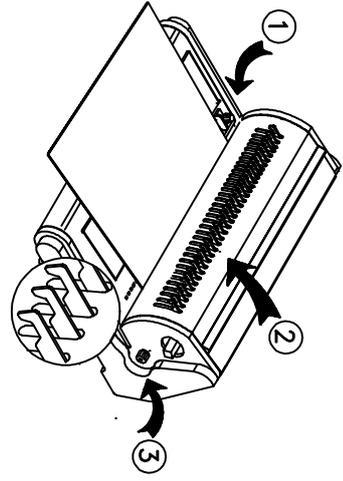


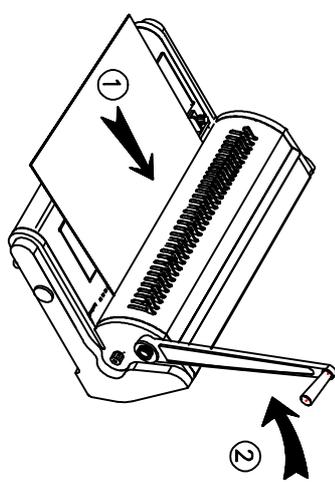
1 Install the handle from right side and attach handle onto master shaft. Then insert knob set and tighten the handle.



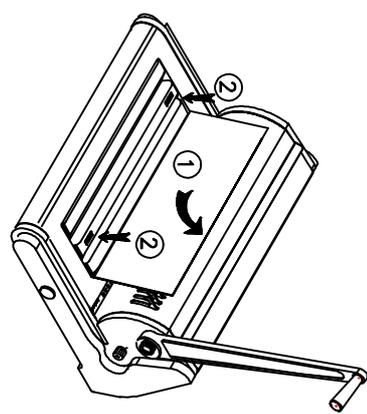
2 1. Adjust side guide.
2. Pull set pin out to cancel this die if you find edge of document partially covers one of white rectangles on the alignment scale.
3. Adjust knob for binding depth to 1, 2, 3, or 4



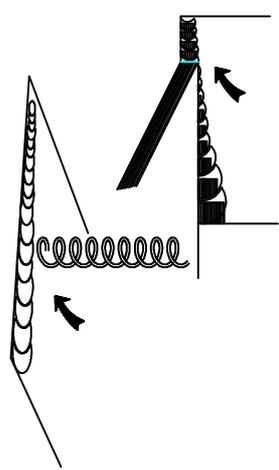
3 1. Insert paper into punch throat.
2. Pull handle down to punch. Return handle to upright and pull paper out.
3. Continue this step until sheets are/is punched.



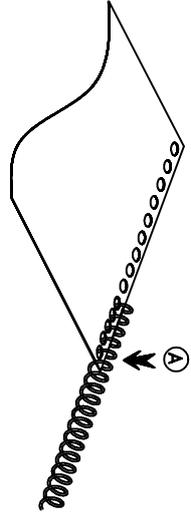
4 1. Open the front plastic cover.
2. Press the both side indicated "press here" of the binding-set, then it will jump up.



5 Measure the thickness of sheets to be bound and determine punching depth by using binding gauge. Select correct diameter of binding coil to use.



6 A. Manually insert the coil in first 5 holes on either side.



7 A. Put the punched papers and plastic coil on the coil channel.
B. Align the punched sheets with the inserted coil along the coil channel and roll the coil by hand into the punched holes.

