

DocuBind Instructions

Plastic Comb Punch and Bind

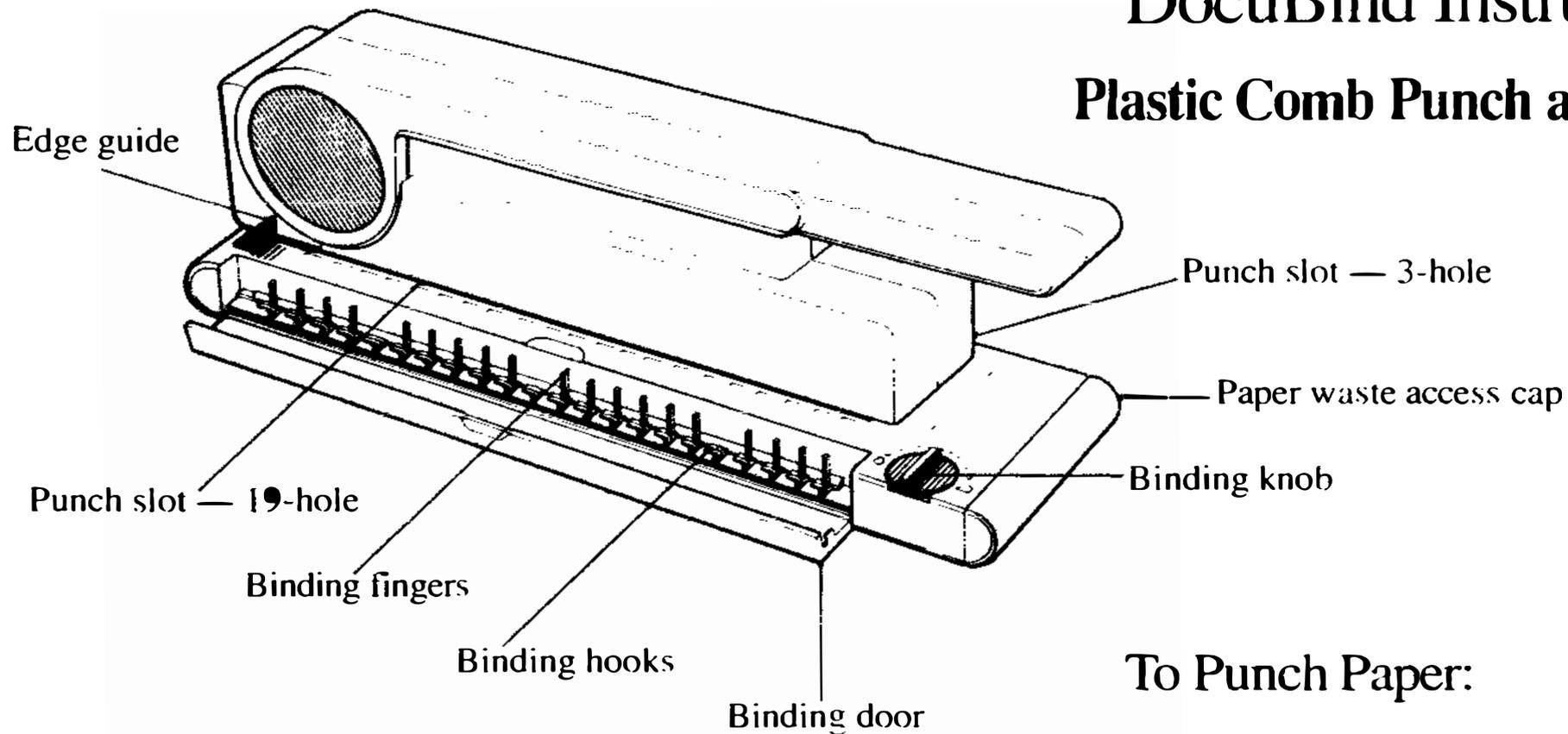


figure 1

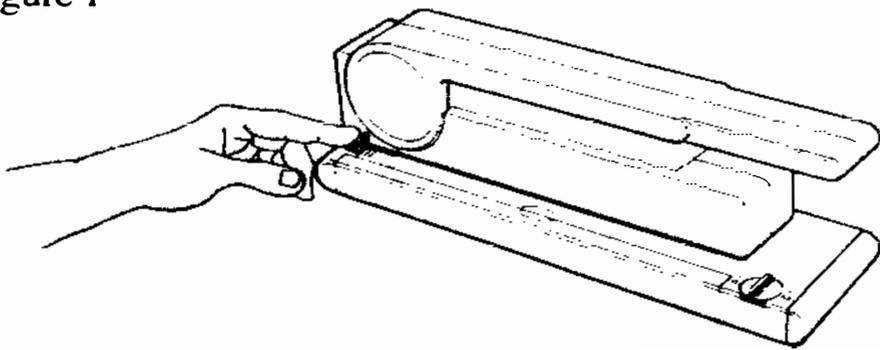
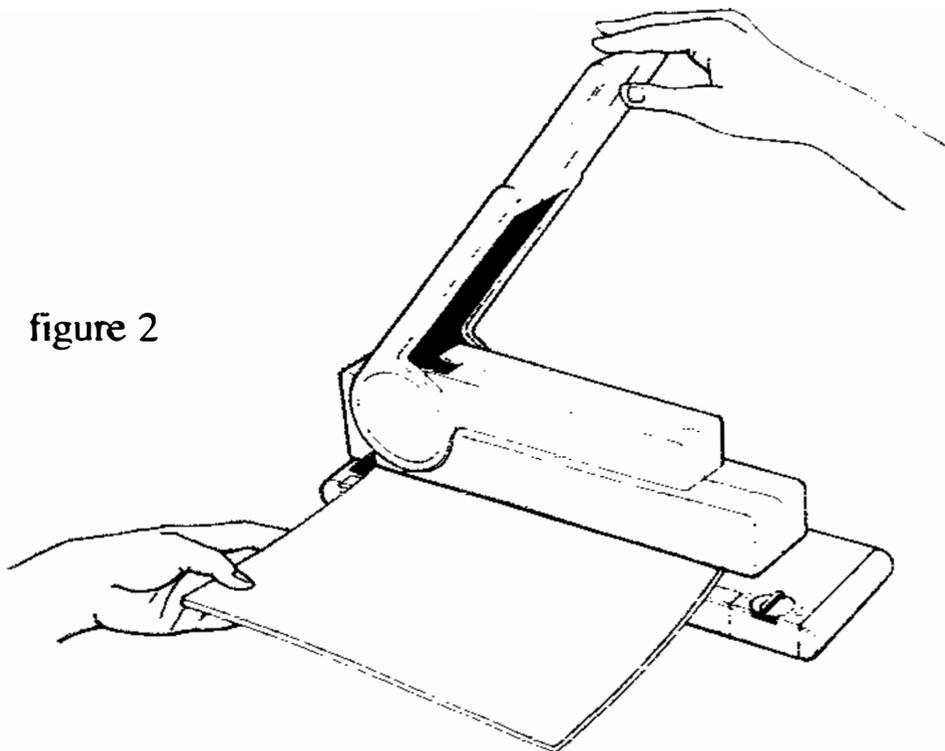


figure 2



To Punch Paper:

1. Neatly stack up to 15 sheets of 8 $\frac{1}{2}$ "x11" 20# standard paper.
2. Set the edge guide in the position marked "11" (figure 1).
3. Raise handle to the most upright position.
4. Slide the edge of the paper to be bound completely into the punch slot marked with small rectangles. Paper should be against the edge guide (figure 2).
5. Press handle down to punch. Lift handle to remove paper.
6. Repeat for additional sheets. (You can bind up to 112 sheets with your DocuBind.)
7. Put all punched sheets together in the proper order.

To Punch Covers:

1. Choose 1 or 2 sheets of DocuBind unpunched Composition or Linen covers, or 1 sheet of DocuBind 10 mil transparent cover material. **For 8 $\frac{1}{2}$ "x11" cover material, keep edge guide in 11" position. (For 11 $\frac{1}{4}$ " oversized covers, push back one notch to the 11+ position.)**
2. Proceed with punching. (See *To Punch Paper*, steps 3-5 above.)



figure 3

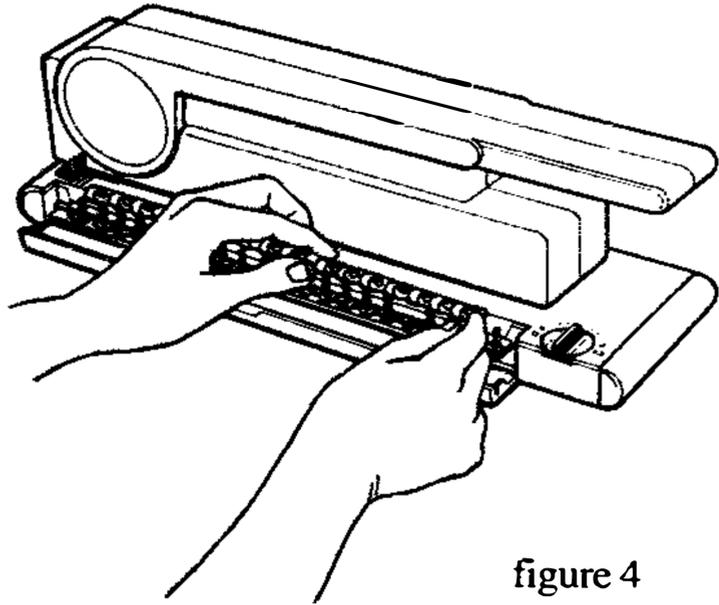


figure 4

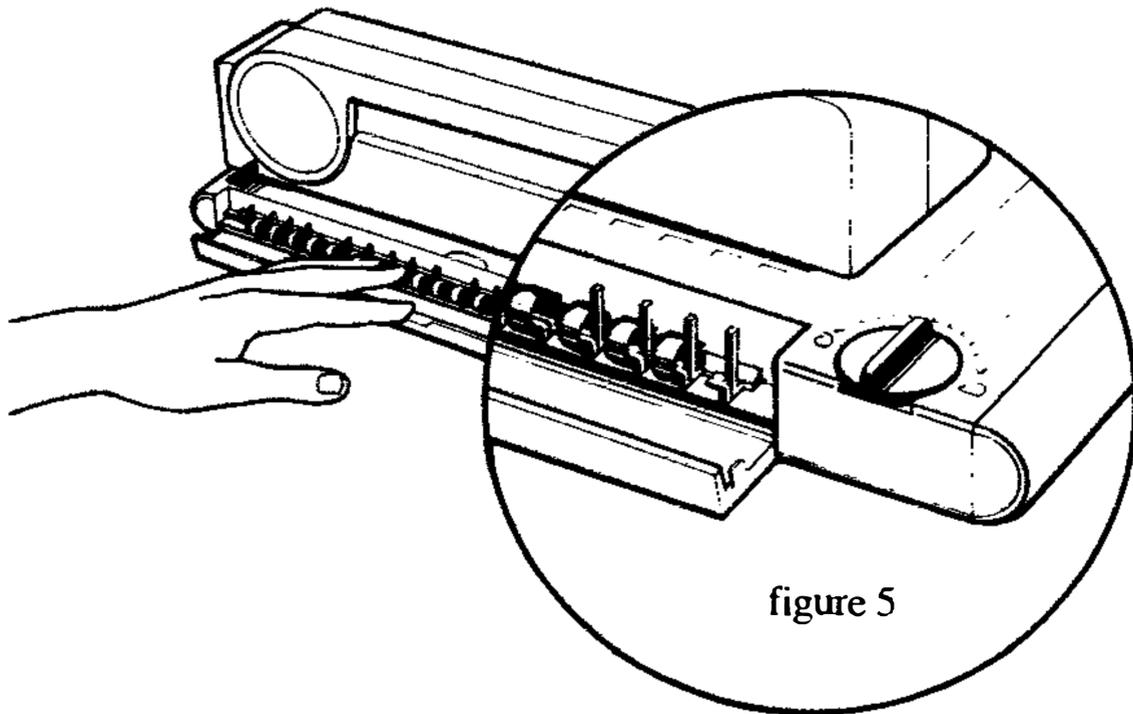


figure 5

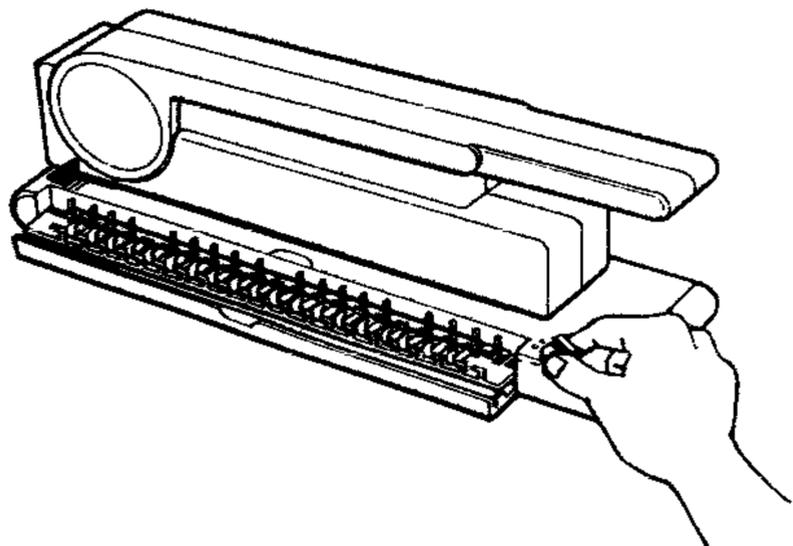


figure 6

To Bind:

1. Choose a DocuBind plastic spiral comb (up to 5/8"). Combs should be 1/8" larger than your document thickness. Plastic combs from other manufacturers can also be used with your DocuBind.
2. Flip down the binding door. Starting at the second binding finger from either end, position the plastic comb open side up (see figures 3 & 4), with the spine of the comb *behind* the binding fingers. (Placement of the comb on the second binding finger is especially important when using oversized covers.)
3. Allow the comb to fall all the way down between the binding fingers. Then push the comb to the right until the hooks of the binding fingers are inside the rings of the plastic comb (figure 5).
4. Open comb by turning binding knob *clockwise* (figure 6).

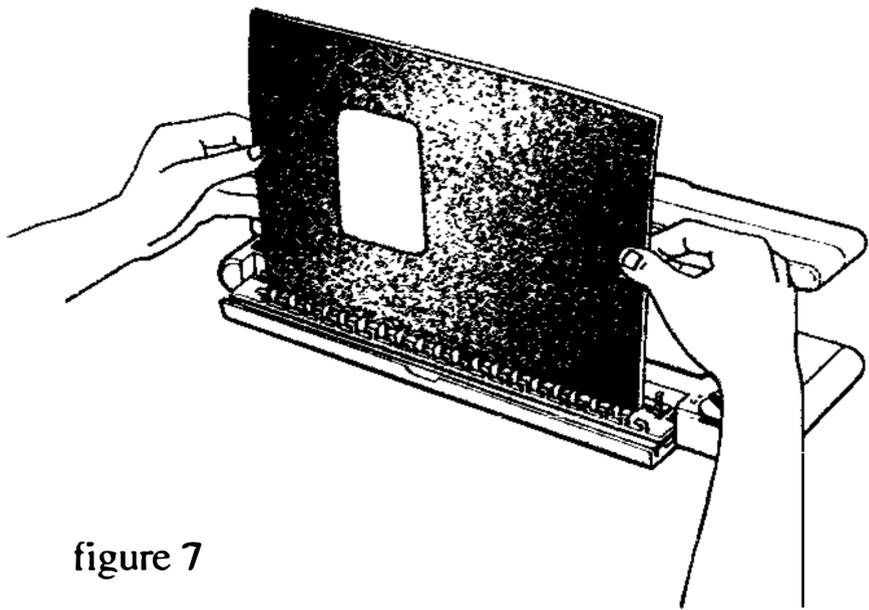


figure 7

5. If you are using a cover, feed the front cover, *face down*, onto the comb, then the punched sheets, *face down*, then the back cover, *face up*. (figure 7).

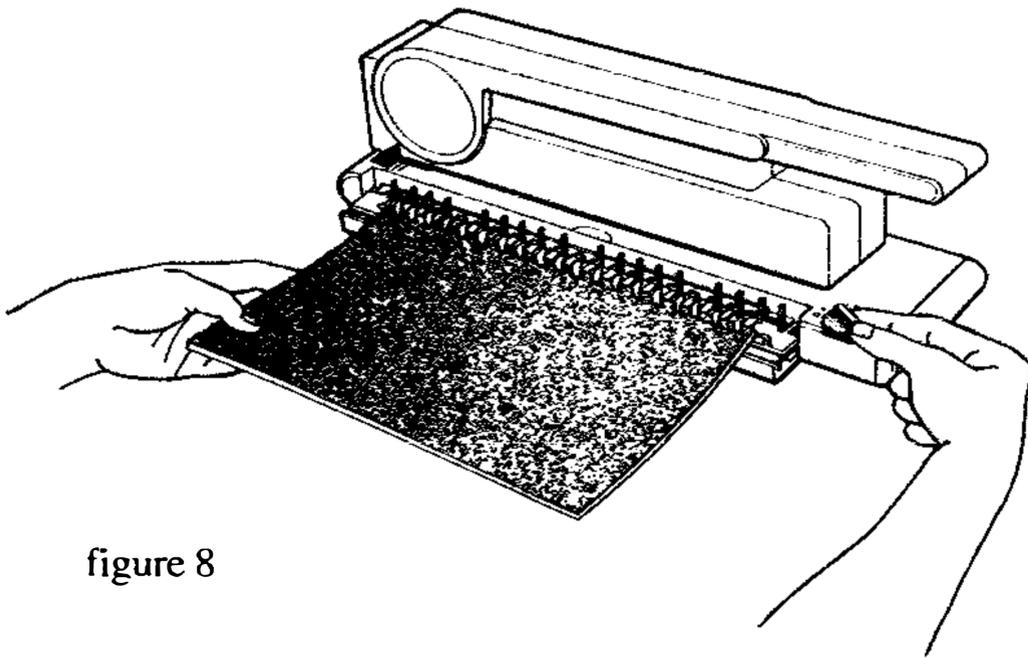


figure 8

6. Close the comb by turning the binding knob *counter-clockwise* (figure 8).

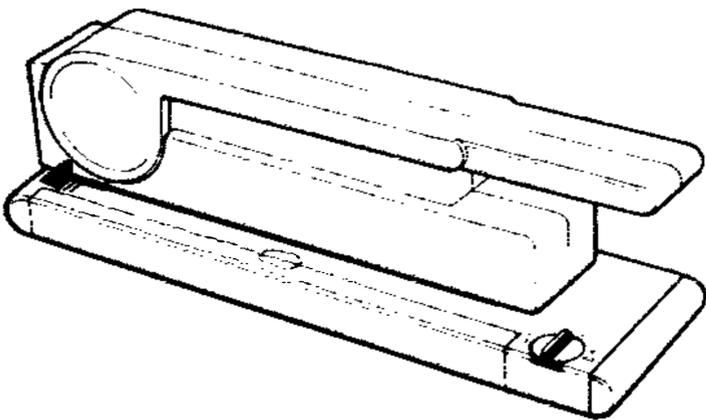


figure 9

Congratulations! You have now produced an attractive, comb-bound report, proposal or presentation. Contact your office supply dealer for ways to enhance and personalize the appearance of your document cover by adding silkscreening, embossing, or gold-foil stamping.

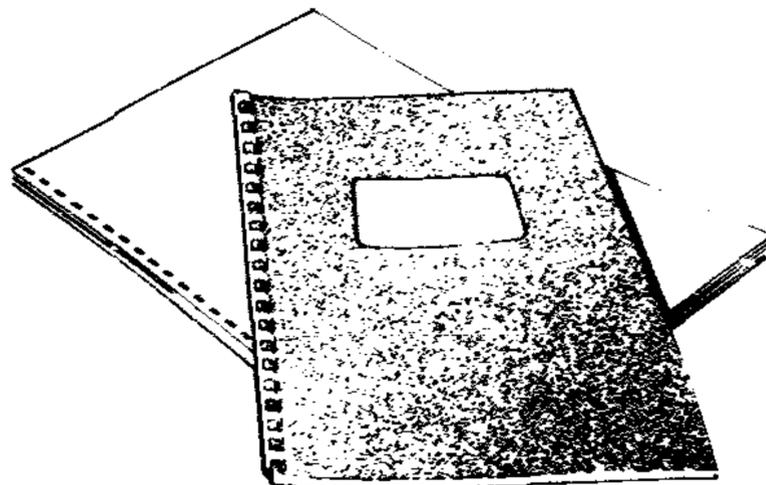


figure 1

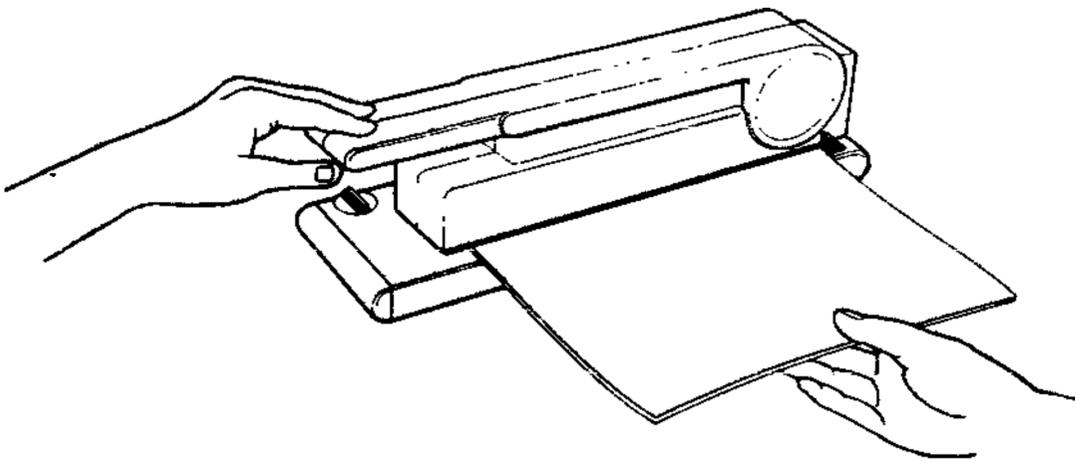


figure 2

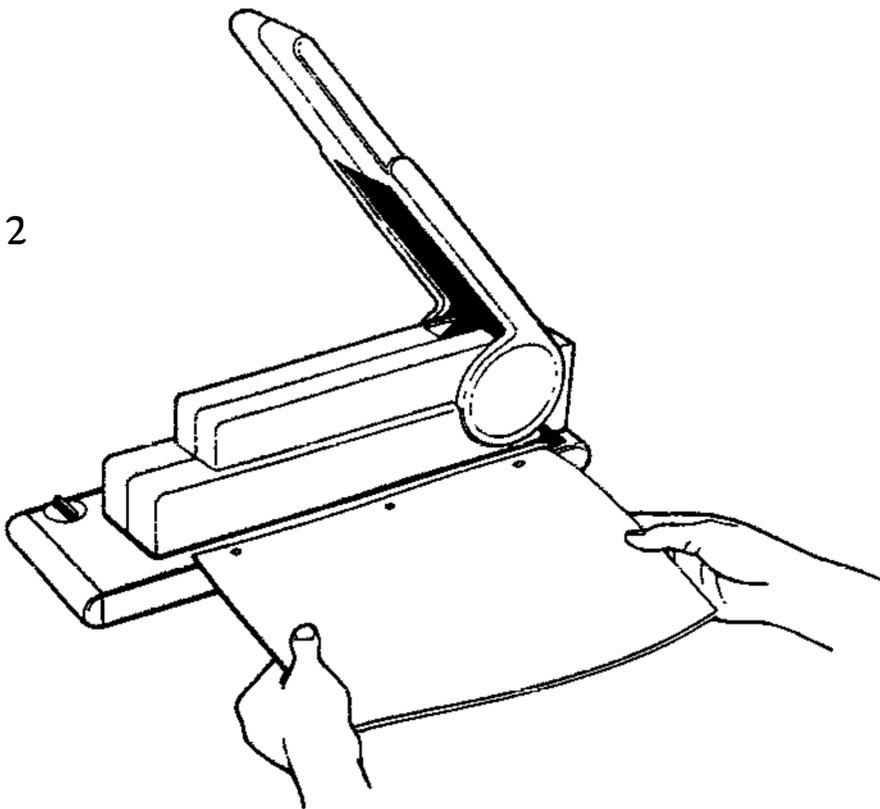
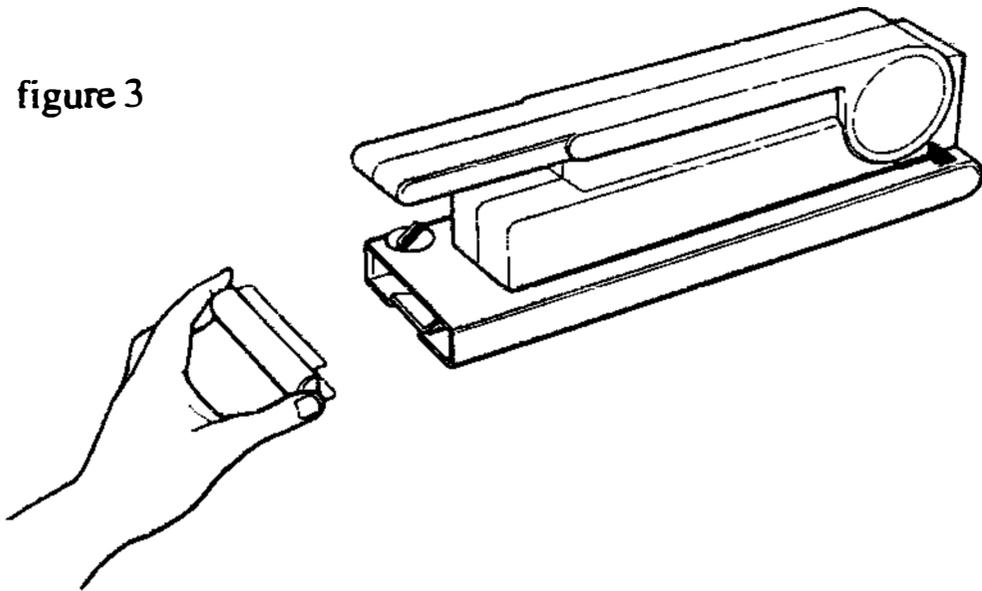


figure 3



3-Hole Loose-Leaf Punching:

Please note: the 3-hole edge guide is stationary and *does not move*.

1. Raise handle to the most upright position.
2. Neatly stack up to 25 sheets of 8 1/2" x 11" 20# standard paper. Using the surface marked with small circles, slide the paper completely into the punch slot and against the edge guide.
3. Press the handle down to punch. Lift handle to remove paper.

Care:

The paper waste tray must be emptied regularly. Hold front edge of DocuBind over waste basket, remove front cap, and shake. Opening handle may help relieve congestion.

VeloBind[®]

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