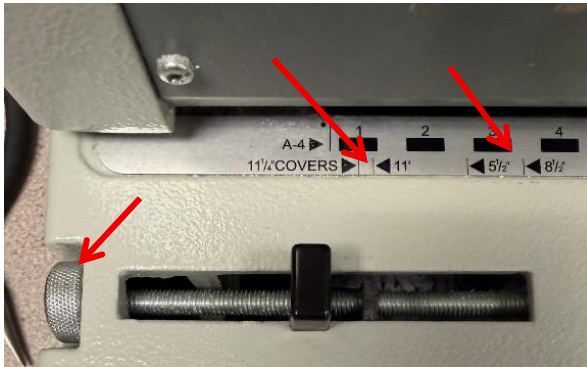


HOW TO USE THE BOOK BINDING MACHINE

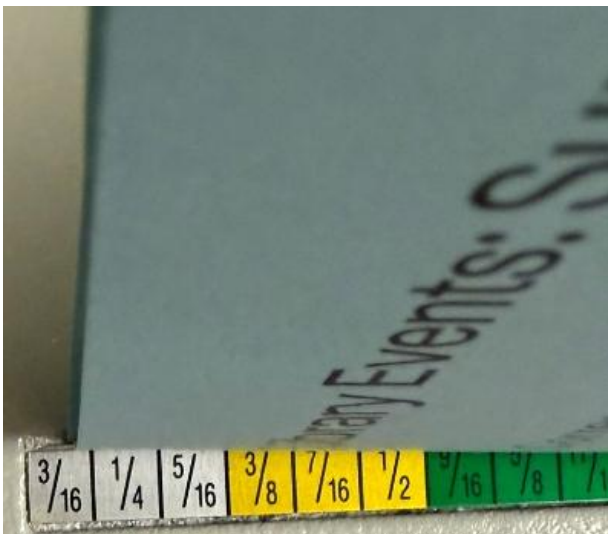
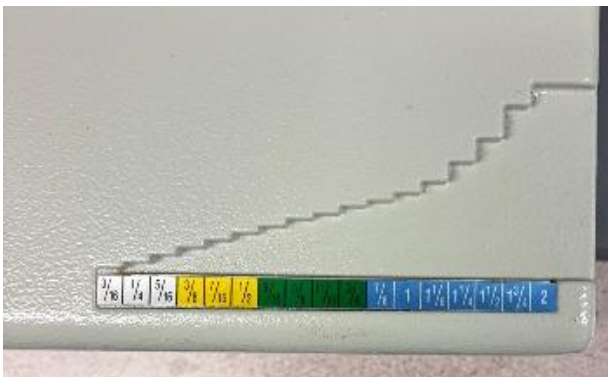
These instructions show how to create books with plastic “comb” spines.

Measure Paper

1. Turn silver wheel on left side of machine until the black border is lined up with the length of your paper.



2. Align your paper along measuring guide to see what size binders that you need and what to set on the machine.



Preparing the Machine

1. Pull metal slots out for holes that you are **not** cutting. The black line is where the holes will be punched.

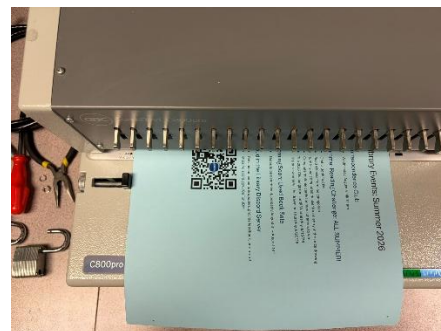


2. Turn on machine with switch on side.

Cut Holes

1. Align paper so it is on black border and under the desired holes to be punched.

Note: only 25 pages at a time.

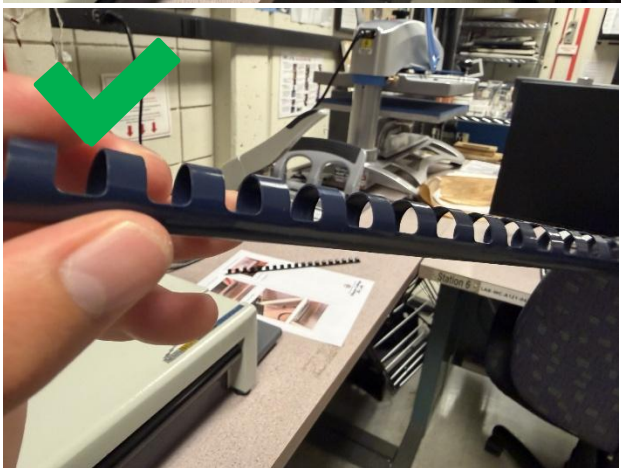
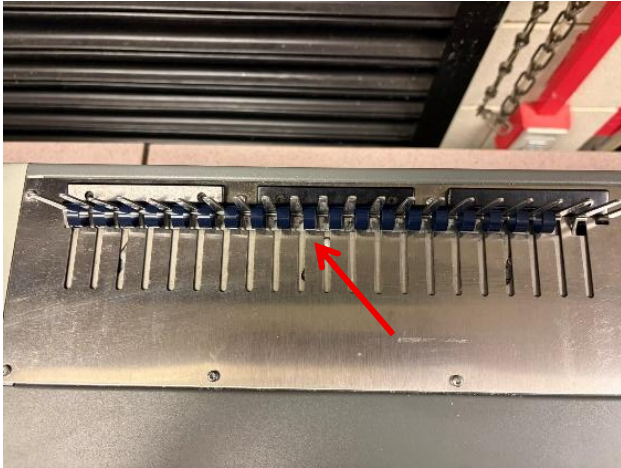


2. Push down peddle switch.



Binding the Book

1. Once all pages have been punched, place plastic binding rings on spikes, Make sure you place the binding rings on the side where the rings start faced down, as this will properly unroll the rings and start the binding process. Do not put the side where the rings make their first loop face down, as it will unroll incorrectly.



2. Pull lever to unroll plastic bindings, pull as far as your binding band needs to straighten out the rings, over pulling will send the rings flying back or possibly at you.



3. Place paper in plastic binding rings through the punched holes.



4. Push level back to reroll the rings.
5. Take your book out and you are set.



The University of Akron
Wayne College
3D Lab