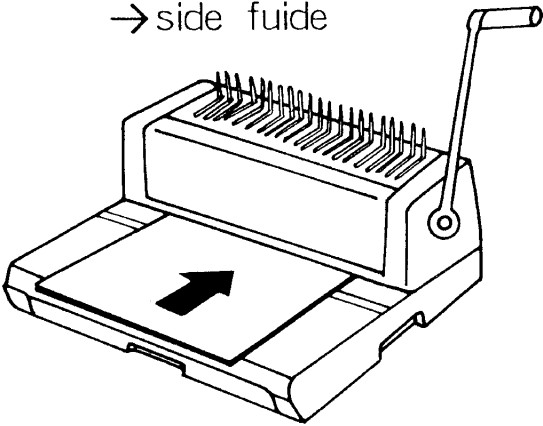
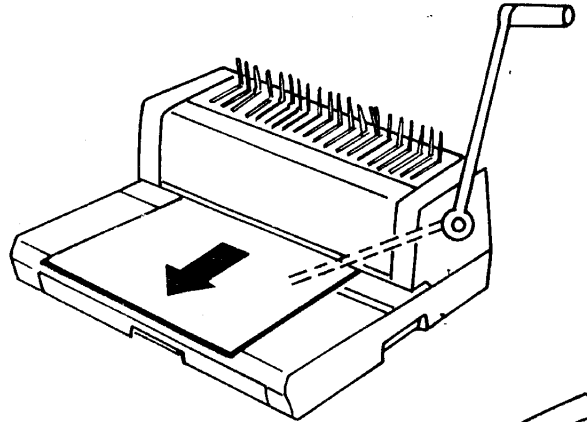


PUNCHING

- 1 Handle upright (slightly forward)
put sheets in
→ side guide

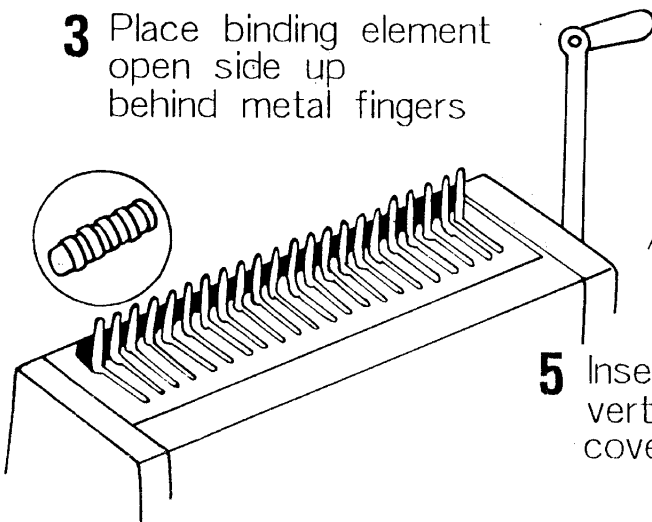
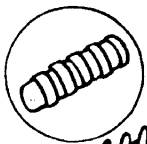


- 2 Pull handle down for
punching.
Return handle to upright

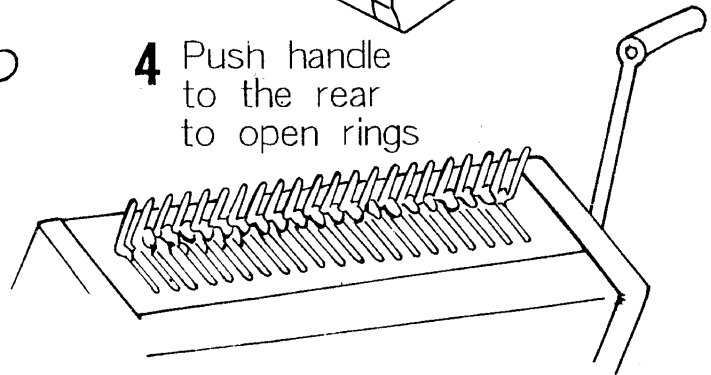


BINDING

- 3 Place binding element
open side up
behind metal fingers

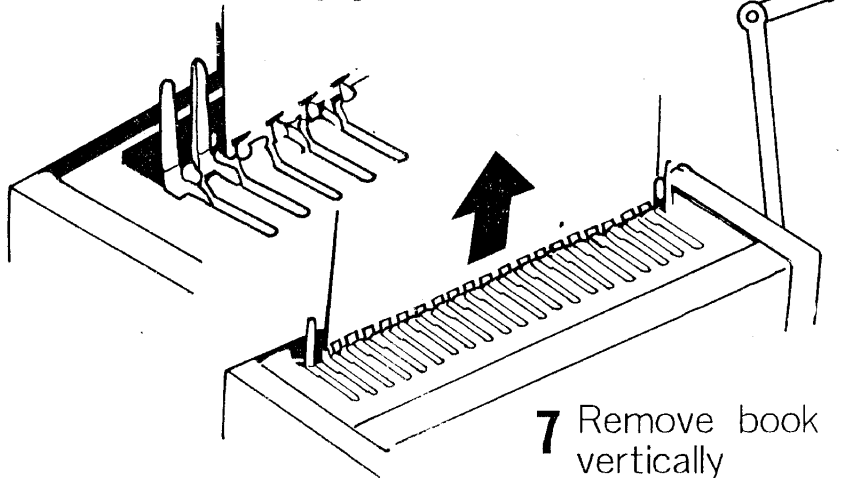


- 4 Push handle
to the rear
to open rings



- 5 Insert paper
vertically
cover facing you

- 6 Lay down paper
horizontally, then put
handle back to vertical
position



- 7 Remove book
vertically

