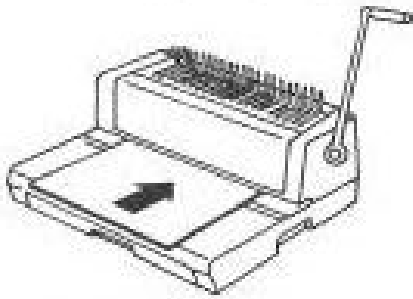
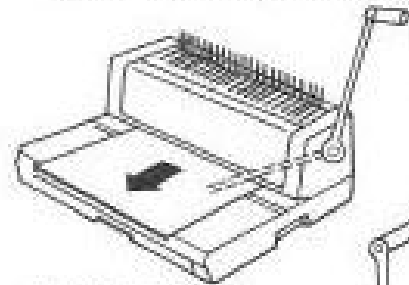


- 1 Hebel senkrecht stellen  
Blätter einführen  
→ Seitenanschlag



## STANZEN

- 2 Hebel nach vorne ziehen zum Stanzen  
Hebel wieder senkrecht stellen

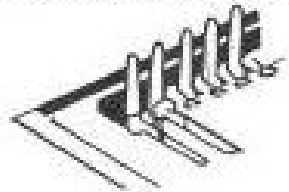


## BINDEN

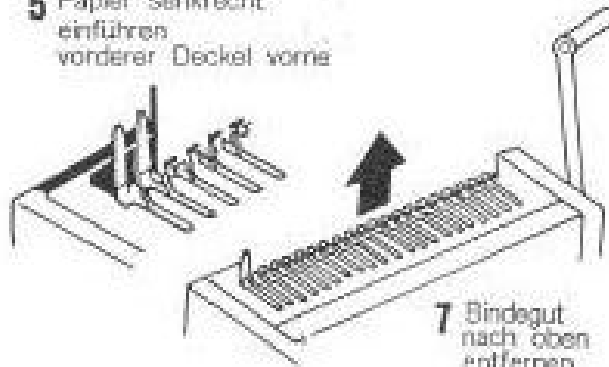
- 3 Binderücken offene Seite oben hinter Metallhaken legen



- 6 Papier waagrecht ablegen, anschließend Hebel senkrecht stellen

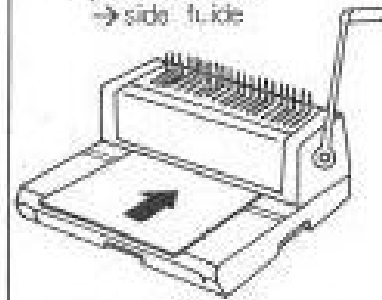


- 5 Papier senkrecht einführen  
vorderer Deckel vorne



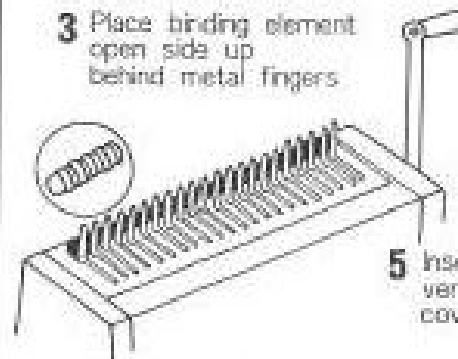
- 7 Bindgut nach oben entfernen

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



## BINDING

- 3 Place binding element  
open side up  
behind metal fingers

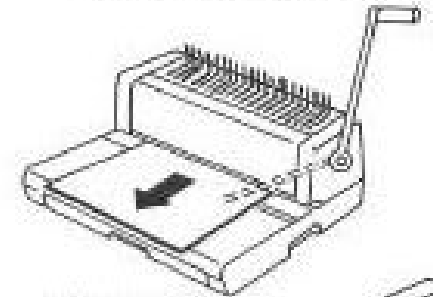


- 6 Lay down paper  
horizontally, then put  
handle back to vertical  
position



## PUNCHING

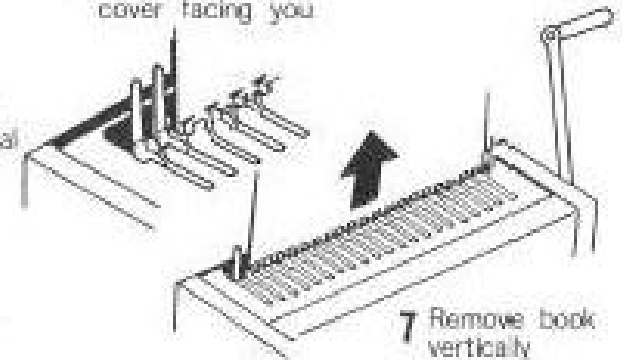
- 2 Pull handle down for  
punching  
Return handle to upright



- 4 Push handle  
to the rear  
to open rings



- 5 Insert paper  
vertically  
cover facing you



- 7 Remove book  
vertically