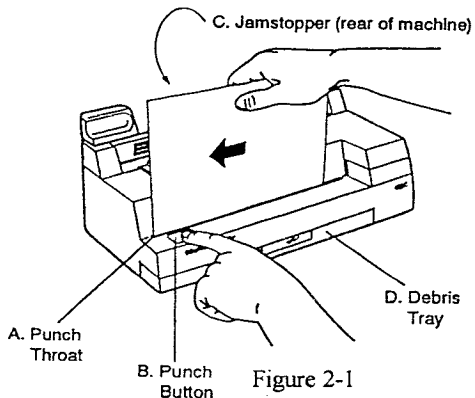


2.0 OPERATING INSTRUCTIONS

2.1 PUNCHING

Refer to Figure 2-1 for the following instructions:

1. Place the paper in the Punch Throat (A), slide the paper fully to the left, and press the Punch Button (B).
2. Only up to 16-20 sheets of 20 lb. bond paper should be punched at one time (fewer sheets if the paper is heavier). Punch covers separately, and only 2-3 covers (no more than 2 transparent covers) at a time.
3. If you try to punch too much paper, the paper may become jammed in the Punch Throat. UNPLUG THE MACHINE. Depress the Jam-Stopper Knob (C), and slowly turn it clockwise, while gently pulling on the paper until the paper is released. Then plug in the machine and press the Punch Button to cycle once. This will ensure that the Punch Pins return to proper position.
4. Empty the Debris Tray (D) frequently to prevent paper chips from interfering with the punch operation. The viewing window is conveniently positioned so that you can see when the Debris Tray is becoming filled, and should be emptied.
5. After the entire document is punched, you are now ready to bind.



2.0 OPERATING INSTRUCTIONS

2.2 BINDING

Refer to Figure 2-2 (Page 2-3) for the following instructions:

1. Be sure that the Binding Station (E) is in the starting position:
 - a. The Pressure Bar (F) should be completely raised and moved toward the back of the machine.
 - b. The Binding Handles (G) should be separated, as far to the sides as possible. You will know that the position is correct if you can see the positioning arrows (on top of the Pressure Bar).
2. Place the binding strip with holes, channel-side down, flat into the Strip Channel.
3. Place the punched document with covers, face up on the Binding Platform (H), with the punched edge resting on top of the bottom strip in the Strip Channel. Use the Bind Guide (I) to align the pages so that the edges of the document are square, and aligned with the strip. The Electric VeloBinder can bind documents from 2 pages to 200 pages.
4. Place the strip with pins on top of the document, carefully feeding the pins through the holes in the document, until the strip lies flat on top of the document.
5. Move the Pressure Bar towards you and down, until it rests on the strip on top of the document.
6. Slide the Binding Handles towards each other until they meet at the center, exerting slight downward pressure. Then, return the Handles to their starting position. *IMPORTANT: If the Binding Handles are not positioned at the starting position (far apart from each other) at the start of this step, then all pins may not close properly.*
7. Lift the Pressure Bar up and back, to its starting position. Remove the bound document.

2.0 OPERATING INSTRUCTIONS

2.2 BINDING (Continued):

BINDING - Step 1

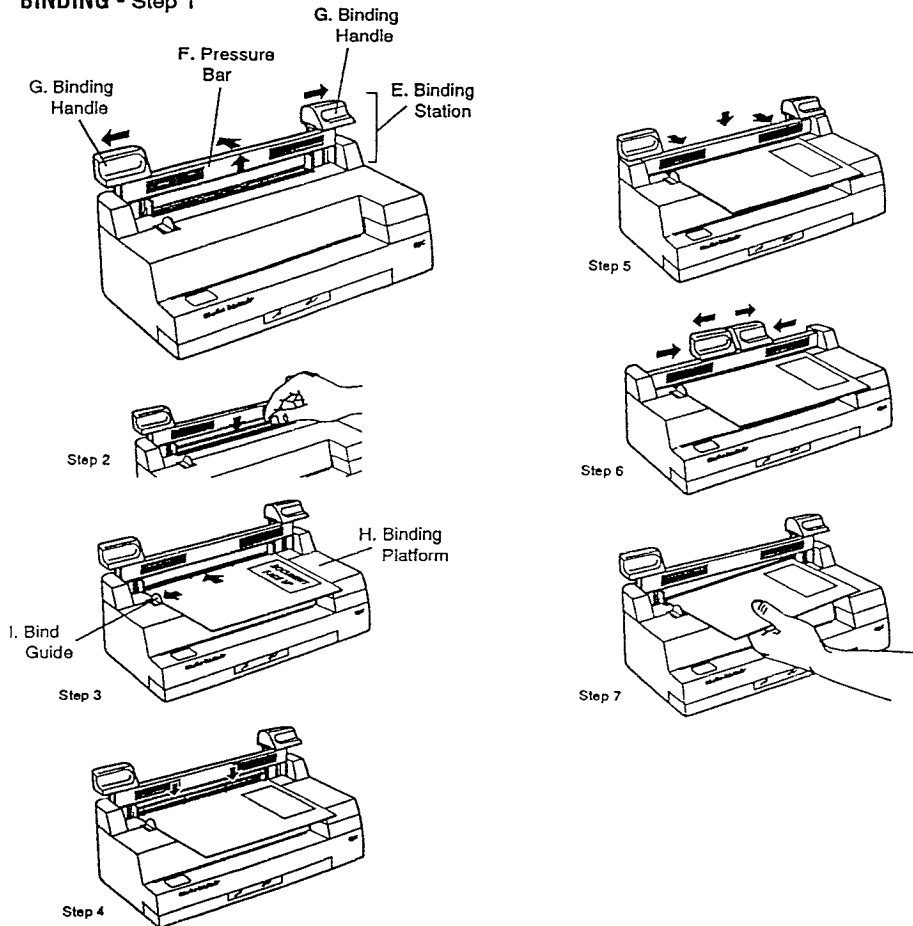


Figure 2-2

2.0 OPERATING INSTRUCTIONS

2.3 DEBINDING

Slightly bend the document so that the strip pins begin to pop out of the channel on the receiving strip. Take care to keep the pins straight, so that the strips are easy to reuse. After a document is bound, the strips can be reopened for adding and deleting pages, and then reclosed, several times.