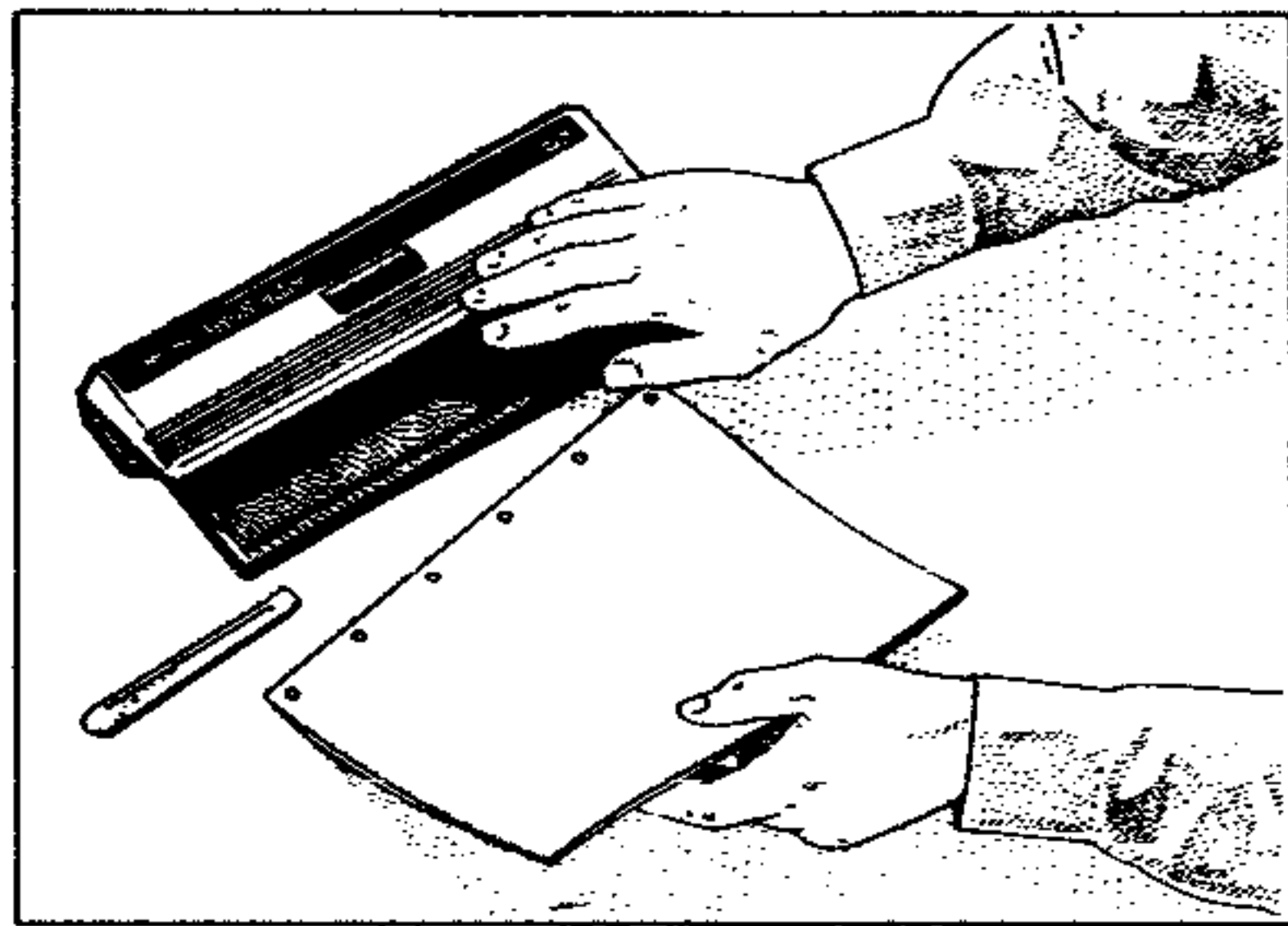


How to Use the Personal VeloBinder® Punch

Use this Personal VeloBinder® Punch with VeloBinder® strips and covers to bind and rebind paper projects at the office, home or school.

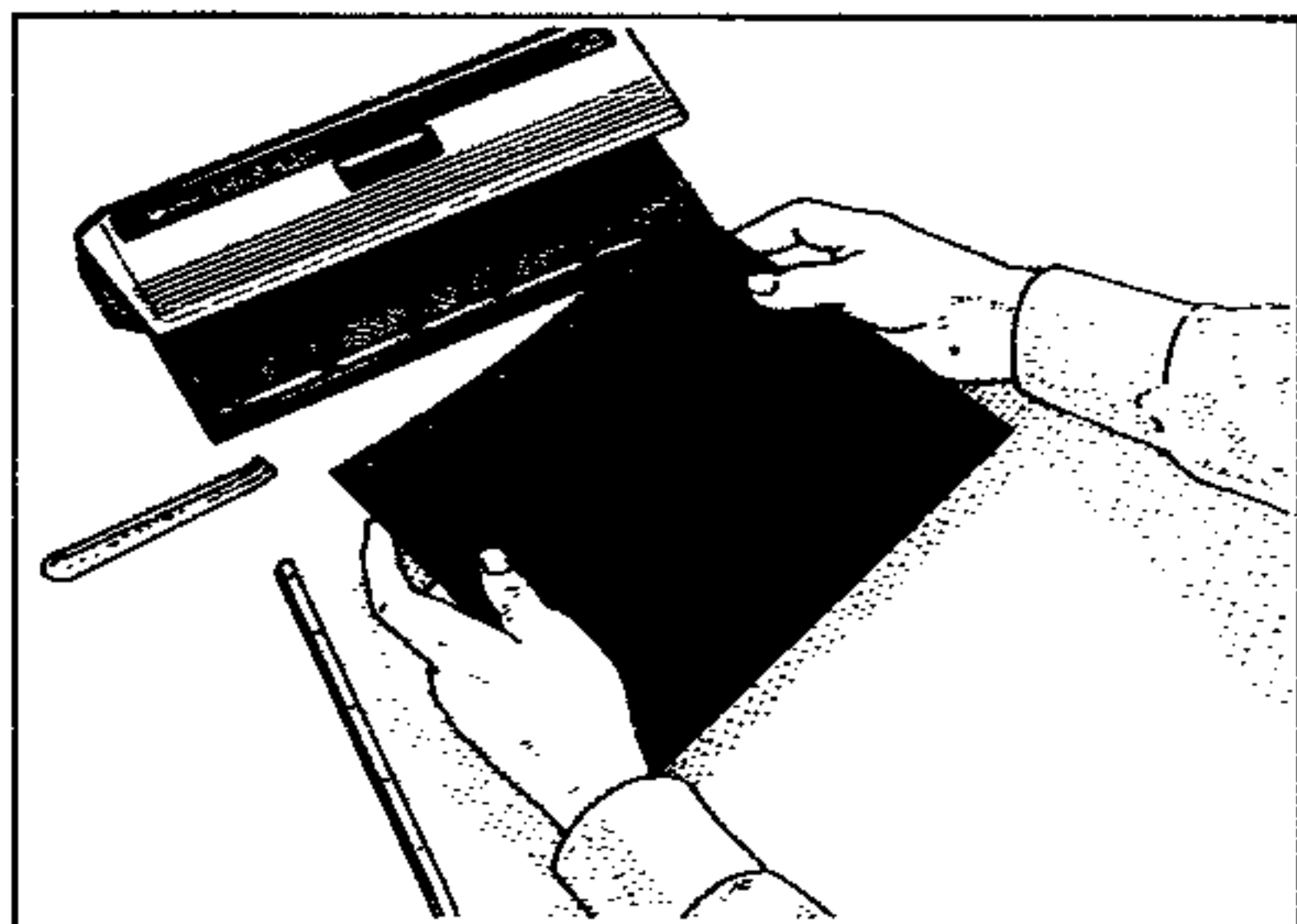


Punch:

1. Neatly stack up to 8 sheets of 8½" x 11" paper.
2. Slide the edge to be bound *completely* into punch slot, using the paper guides.
3. Press the punch lever all the way down with both hands.
4. Remove sheets. Make sure all holes are completely punched.
5. Repeat for additional sheets. You can VeloBind® up to 25 sheets per bind.
6. Put all the punched sheets together in the proper order.

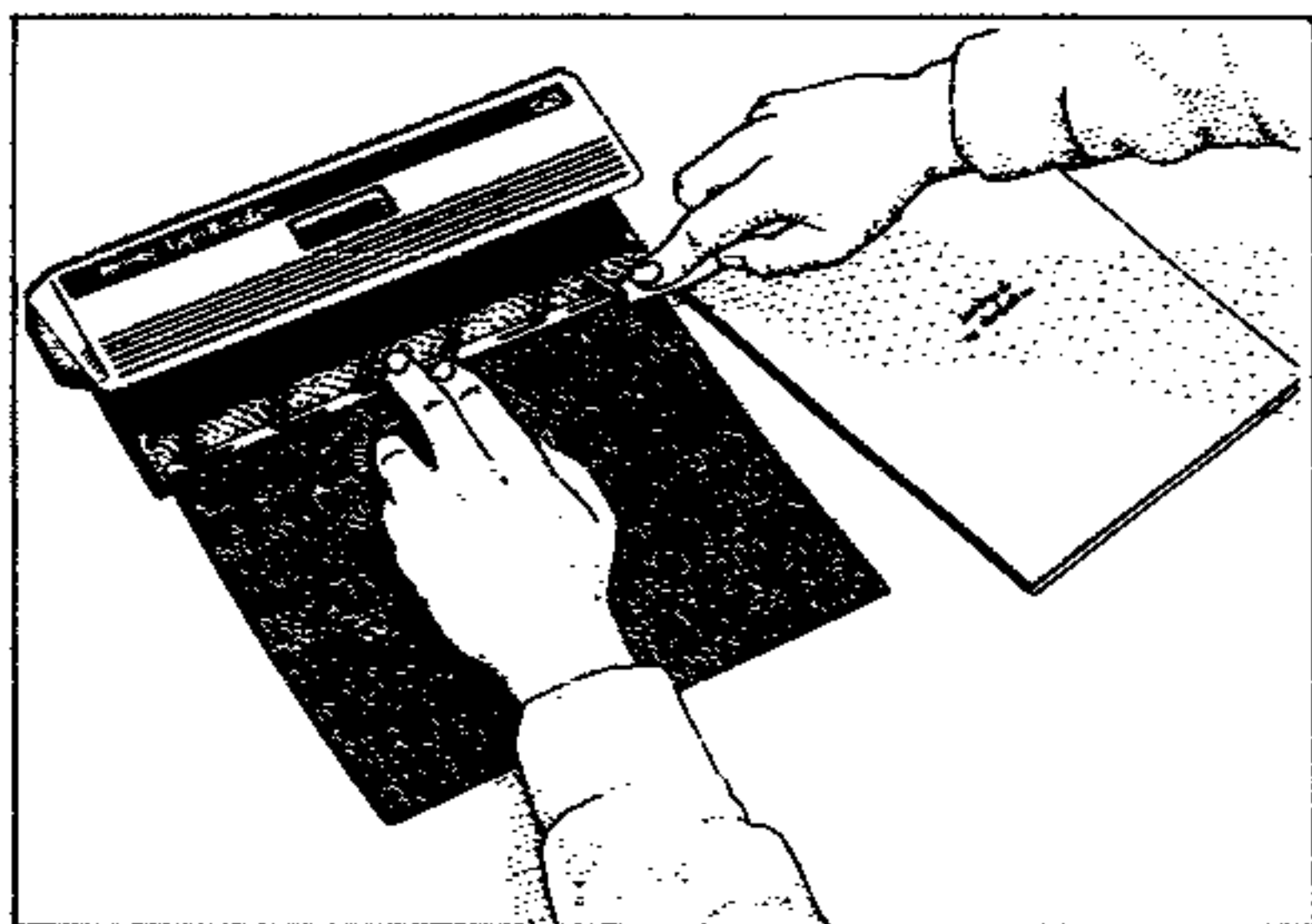
Insert:

1. Choose a VeloBinder® strip set,* consisting of a strip with pins and a strip with slots. If you're using a cover, choose a cover set* to color-coordinate with your VeloBinder® strips.
2. Place the strip with pins, pins up, in the strip holder channel at the front of the punch.
3. Put the punched sheets, *face down*, onto the strip, inserting the pins through the punched holes. If you're using a cover, put the front cover, *face down*, onto the strip pins, then the punched sheets, *face down*, then the back cover, *face up*.
4. Place the slotted strip, *with the six open slots facing up*, over the six pins.

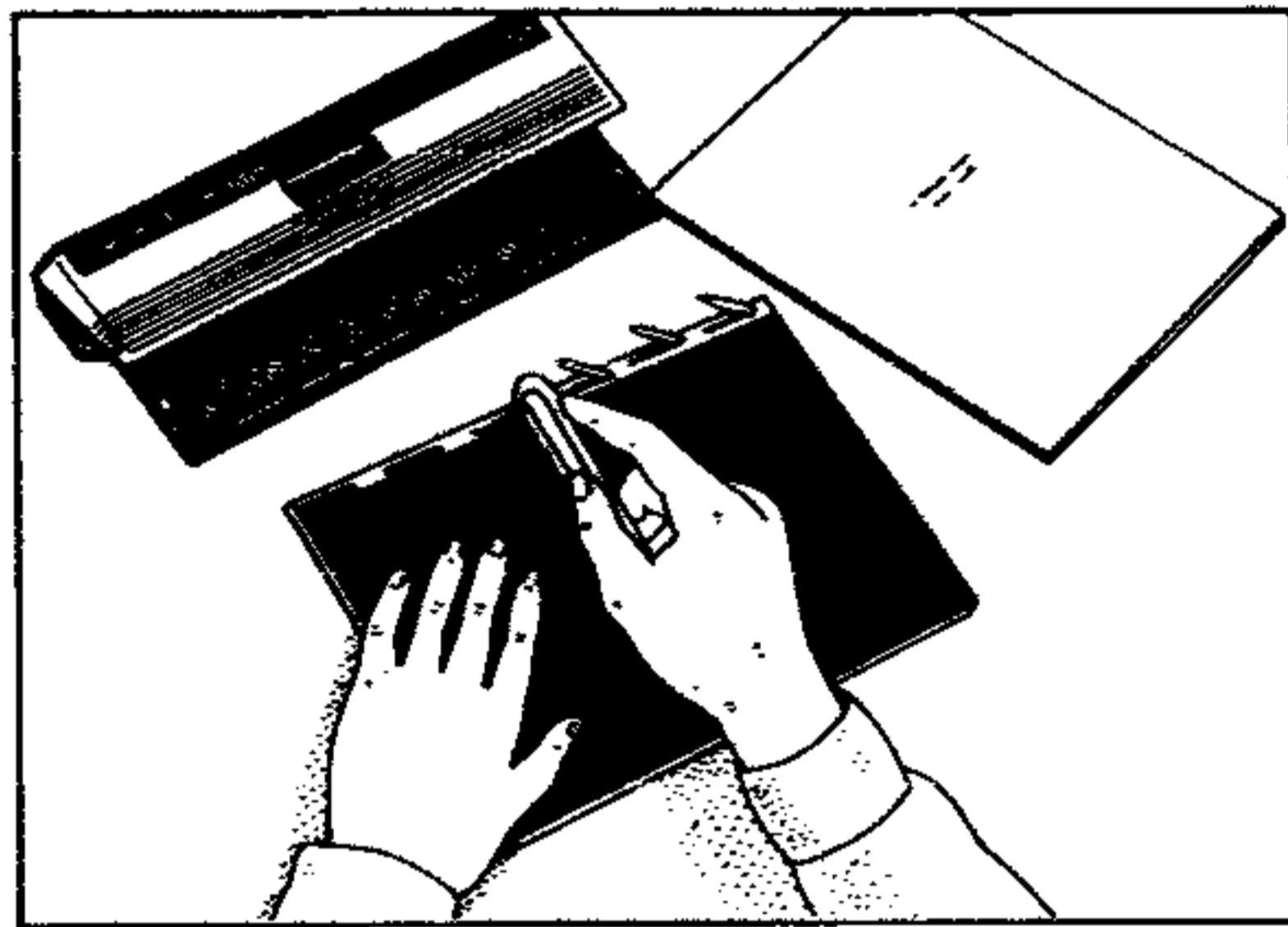


Snap:

1. Hold the VeloBender® tool with the curved end up, and your forefinger on the inside of the curve.
2. With your other hand, place a finger on the center of the strip. While holding the strip firmly in the strip holder channel, slide the VeloBender® tool over the pins from the outside of the right end of the strip to the center, pushing the pins securely into the slots.
3. Slide the VeloBender® tool over the pins from the left edge of the strip to the center. A snapping sound indicates a proper bind.
4. Remove bound document from the strip holder channel. Gently pull strip and pages in opposite directions so that the binding strip completely covers the edge of the paper.

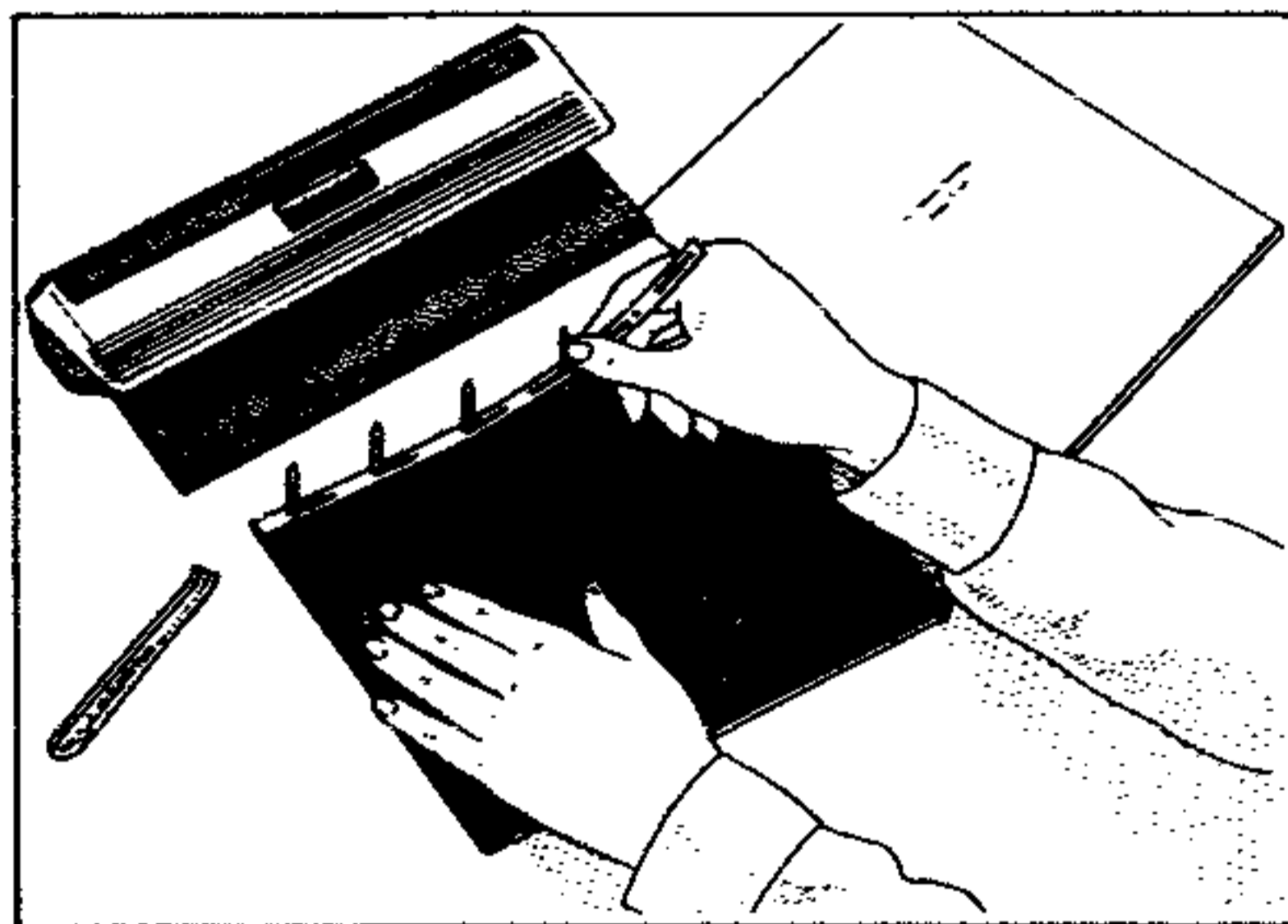


*VeloBinder® strip sets and covers are sold separately.



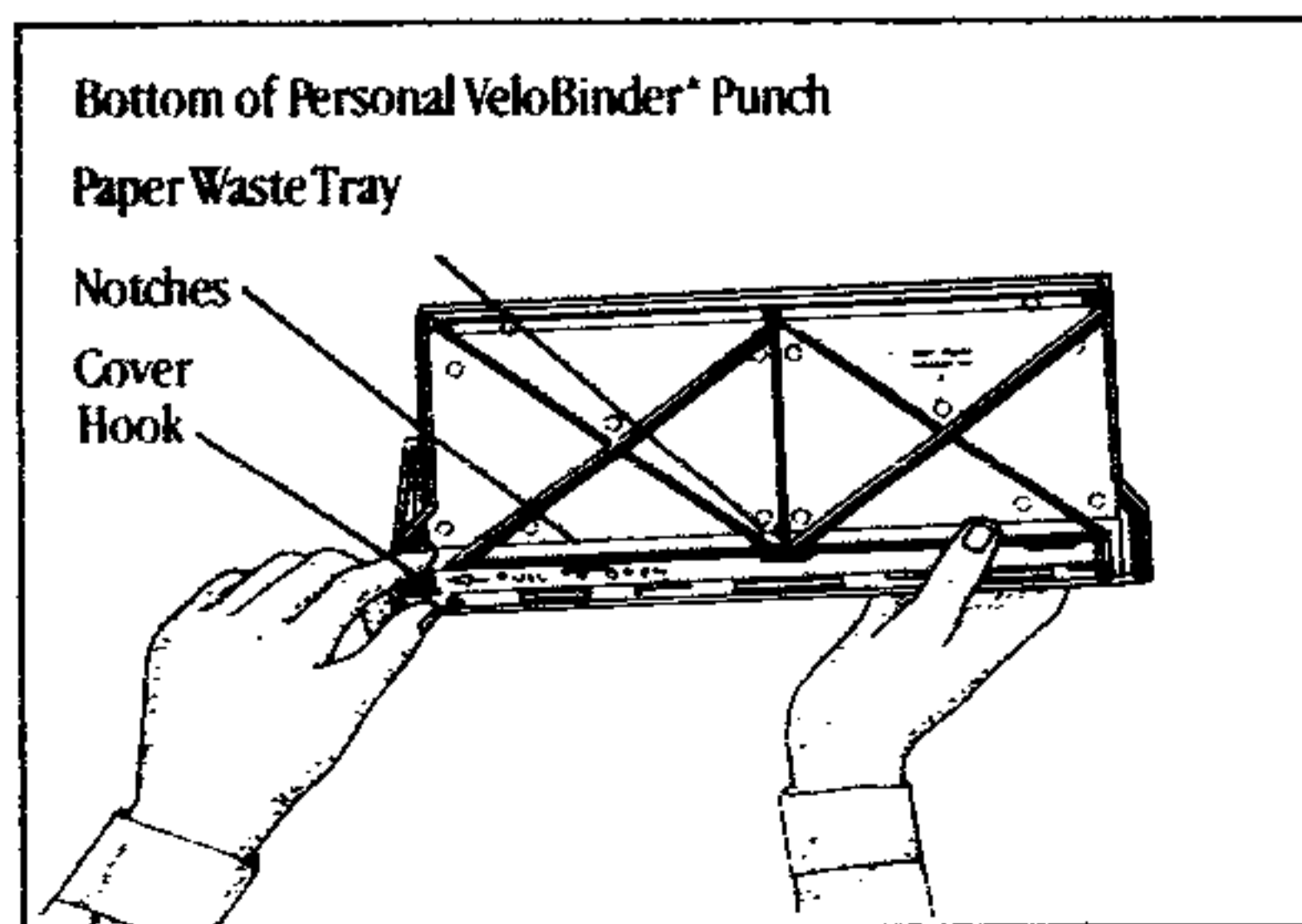
Debind:

1. To remove or add pages to your bound document, use the small hook, labeled "debind," on the end of the VeloBender® tool. Place the document on a flat surface, face down. Insert the debinding hook firmly into the slotted strip at the "point" of each pin and gently flip up the pin points.
2. Straighten all pins so they're perpendicular to the slotted strip.
3. Remove slotted strip and add or subtract sheets as desired.



Rebind:

Pages may be removed and new pages inserted repeatedly. To rebind, simply follow Punch, Insert and Snap steps.



Care:

The paper waste tray must be emptied regularly. This compartment is located underneath the VeloBender® punch. To empty tray, hold the punch upside down over a waste-basket, and pull cover hook to the left until notches line up. Lift cover and brush material out. To replace cover, line up notches and slide to the right. This will lock cover into place.