

# BOOK BINDER

## OVERVIEW

- 10¢ per binding
- library provides binding combs  
(19-hole, plastic, white or black, varied sizes)
- bring your own items to bind

## INSTRUCTIONS

### **19-RING HOLE PUNCH**

Place ~20 pages into the slot

Adjust sizing to ensure the holes will be where you want them to be

Ensure the paper is in all the way

Pull the top bar-handle down, towards yourself

Lift & remove the hole-punched pages

Repeat until completed



### **BINDING**

Place binding comb along the silver fingers  
with the open edge of the comb facing up

Lower the right-hand handle to open the  
comb the desired amount

Insert pages (in the correct order) into opened comb

Lift right-hand handle to close the comb

Remove bound document

### **3-HOLE PUNCHING OPTION**

This machine also can 3-hole punch up to 30 sheets at a time. We do not offer any 3-ring binding supplies. You will need to provide your own.



Use this QR Code  
to access our **Book  
Binder webpage.**  
View the available  
**binding comb options  
and more!**