

INSTRUCTIONS FOR THE WIREMAC®31!

1. Find scrap paper.
2. Line up paper with the line that exclaims “paper.” (*figure a*)
3. Insert the paper deeply.
4. Pull the big lever down to punch holes in the paper.
5. If the WireMac®31 punches a hole into the right edge of your paper, adjust the peg above that hole by pulling it all the way out (*figure b*). This will prevent the WireMac®31 from punching a hole in that spot.
6. Test the alignment of the holes again with your scrap paper before screwing up on your final project.
7. Once you have perfected your hole alignment, take your project and insert it into the WireMac®31. If your entire project does not fit, DO NOT FORCE IT. As a general rule, punch paper in stacks of a dozen sheets or less at a time.
8. When you are ready to cut, pull the big lever to punch holes in your project. Hooray! Repeat as needed (*figure e*).
9. Make sure your pages are in the proper binding order. (*figure c*. This is the part where you wish you hadn't forgotten to put page numbers.) Hold your book with the front cover on top, and flip the back cover over onto the top, as you would if it were bound (*figure d*). The inside back cover should now be facing up. This will give your binding a clean finish.
10. Take the silver Wire-O binding that you just bought and feed it towards you into the punched holes of your project, starting from the back (*figure f*).
11. Turn the binding so that all the pages are hooked onto the Wire-O, which should lie flat on its open end.
12. Pull the small lever. See what it does? Place your book upright in the back of the machine where the small lever will compress your binding (*figure g*).
13. Carefully compress your binding so that the ends of the binding line up with each other and so that the binding remains circular (*figure h*).
14. Cut excess binding off the ends with wire cutter from the front desk.
15. Flip the back cover back over to the back. The line where the ends of the binding meet should be between the back cover and the last page of your book. Hooray! Congratulations on your Wire-O binding!

