1. Place paper (no more than 25 sheets at a time) into the slot. Pull down the large horizontal handle.

2. Place the comb on the spindles with the open end of the “teeth” curling upwards.

3. Pull the small lever on the left of the binder forward (little hooks will catch the separate teeth and “open” the comb).

4. Align the slots on the punched paper with the “teeth” on the comb.

5. Once all the paper is on the comb, remove the paper from the spindles. The paper should now be bound.

To view a demonstration, search YouTube using the terms Fellowes uasar 500+ Manual Binding Machine.”