

# Printing the Calendar

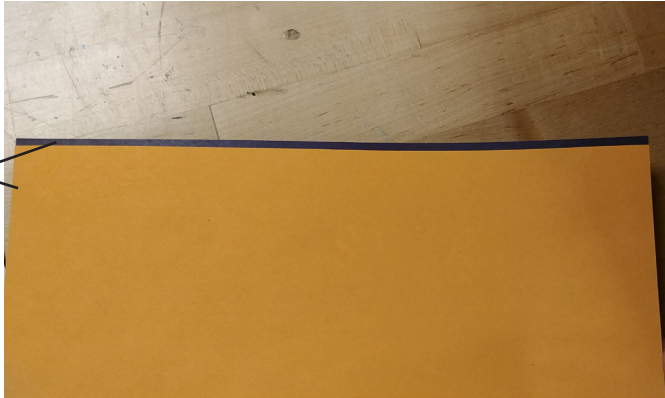
## Part 3 - Binding the Calendar

1. Remove the comb binder from the cabinet under the counter where the tabloid paper is located.
2. Grab a piece of scrap paper from the scrap box beside the paper cutter.
3. If the scrap is not the same size as the calendar print, cut it down to the same width.



Open the cabinet,  
remove Comb Binder

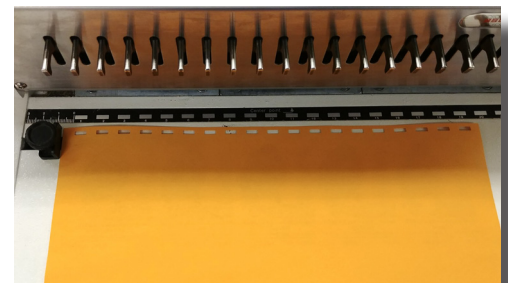
Scap paper & print the  
same width



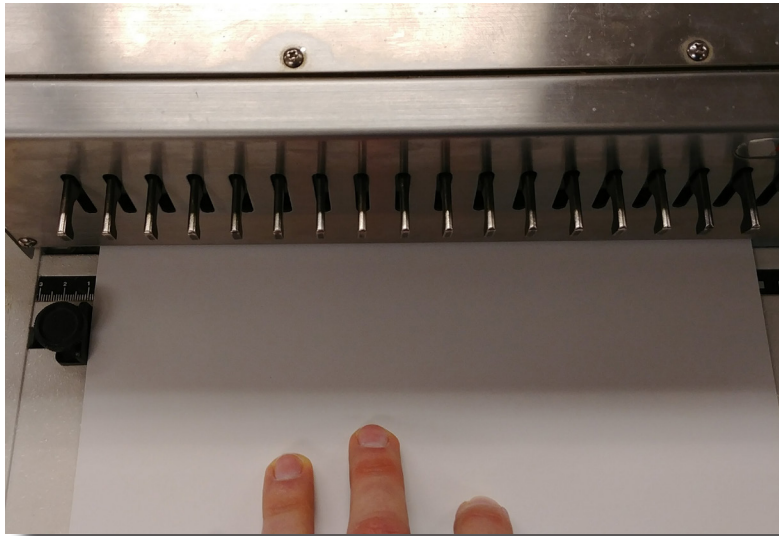
4. Place the scrap sheet into the comb binder. On the table of the comb binder there are silver punch marks. These are aligned with the punch. Looking at these marks, center the sheet so that there is an even size margin on each side. Then loosen the black guide at the left, slide it in against the left edge of the paper and tighten it.



5. With the scrap sheet already against the black side guide, push the paper back into the punch the whole way until it stops. Pull the black handle down the whole way to punch the sheet and then move it back up to the vertical 12:00 position. Remove and check the sheet. If it looks good, continue on. If not, adjust and repunch until it looks good.



6. Place one page into the binder, print side down, and against the black plastic guide on the left side.



7. Pull the arm with the black plastic handle down to punch the sheet.
8. Repeat this process for each of the sheets.
9. Choose a 3/8" spine from the drawer (just to the right of the comb binding machine cabinet).



10. Place the spine on the top of the machine so the teeth open upward. Slowly push the handle backward (from 12 toward 2 o'clock). The teeth should open.



11. Feed the pages onto the teeth one at a time.
12. Once they are all on the spine, pull the handle back to 12 o'clock and then take the spine off the comb binding machine.
13. Congratulations, the calendar is complete!

