

Coil Binding

Coil Punch

1. Different sized coils, black back covers (8.5x11) and clear front covers (8.5x11 + 11x17) can be purchased at the SAC front desk.
2. Turn on the coil punch machine by setting the switch to the right-most option on the right side of the machine (foot pedal option). The cart can be pulled out from the wall for easier access.
3. Place your cover(s) into the machine, pushing the pages as close to the top-left corner as possible. While holding your document in place, press down on the foot pedal to make a punch.
4. Repeat the process for all pages, adding ~10-12 pages at a time, until all pages are punched.
5. Turn the coil punch off with the switch, and put the foot pedal back on the cart.

1

Coil Size	Max Pages
7mm	40
12mm	84
20mm	155
28mm	215
40mm	300
50mm	470

2



3



PRC staff can coil bind for you during office hours (for a fee).



RSO Print & Resource Center
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Flip Page

Coil Binding

Coil Roller/Crimper

1. Take your coil and manually wind it through the first few holes in your documents.
2. Turn on the coil roller with the switch located on the back.
3. Set the switch on the top of the machine to 'Auto', and set the machine's foot pedal on the floor.
4. Change the roller size to match your coil using the knob and the guide on the left
5. Press your document against the roller and use the foot pedal to feed the coil through the paper. You might have to manually help feed the coil if it gets stuck.
6. Leave two loops on each side. If you've gone too far, you can flip your document over and roll it in the other direction.

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7. For crimping, line your document up with the guide on the top, pushing the coil **between the three blades**. The knob on the top can be used to fasten the coil into place.
8. Press the foot pedal to cut and crimp the left side. Flip your book and repeat. Then, turn the machine off. The cart can also be pushed back in.

