

SELF SERVICE BINDING

- **Step 1:** Buy the correct size binding cover from the Library Service desk (based on number of pages).
- **Step 2:** Put the document into the cover making sure all the pages have lined up properly.
- **Step 3:** Put the binder in one of the binding compartments. Make sure that the spine of the cover is fully on the heating plate.



BEWARE: Heating plates get hot so *don't touch* when you remove your document!

- **Step 4:** The binding compartment will start to heat up as soon as the cover is placed on it – a red LED will light up.



- **Step 5:** The process is finished when the LED turns green.
 - To cool either leave your document here until the light goes out or put it on one of the cooling racks for a few minutes.

