

DIRECTIONS FOR OPERATING

McMILLAN MINUTE BOOKS

TO OPEN:

- 1. Raise either cover to an angle not over 90°.
- 2. Pull out locking rod.
- The studs or posts are now released, permitting the insertion or removal of sheets.

TO CLOSE:

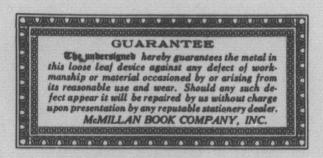
- Raise cover on the side which has been opened to an angle of not over 90°.
- 2. Align the sheets in the binder so that the studs or posts fit into the slots in the metal casing, on the inside of the cover.
- 3. Push in the locking rod, so that the 3 studs or posts are securely engaged.

TO LOCK PERMANENTLY:

When the book has been completed, it can be permanently sealed, as follows:

- 1. Remove Threaded V wrench from envelope sent with Binder.
- 2. Push slides all the way in.
- 3. Insert one end of the threaded V wrench into hole located in the hinge between the first and second stud.
- 4. Screw in the wrench clockwise, until the end breaks off.
- 5. The wrench has two threaded end plugs for the locking of both hinges.

CAUTION: Be sure that all studs are engaged before locking binder.



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