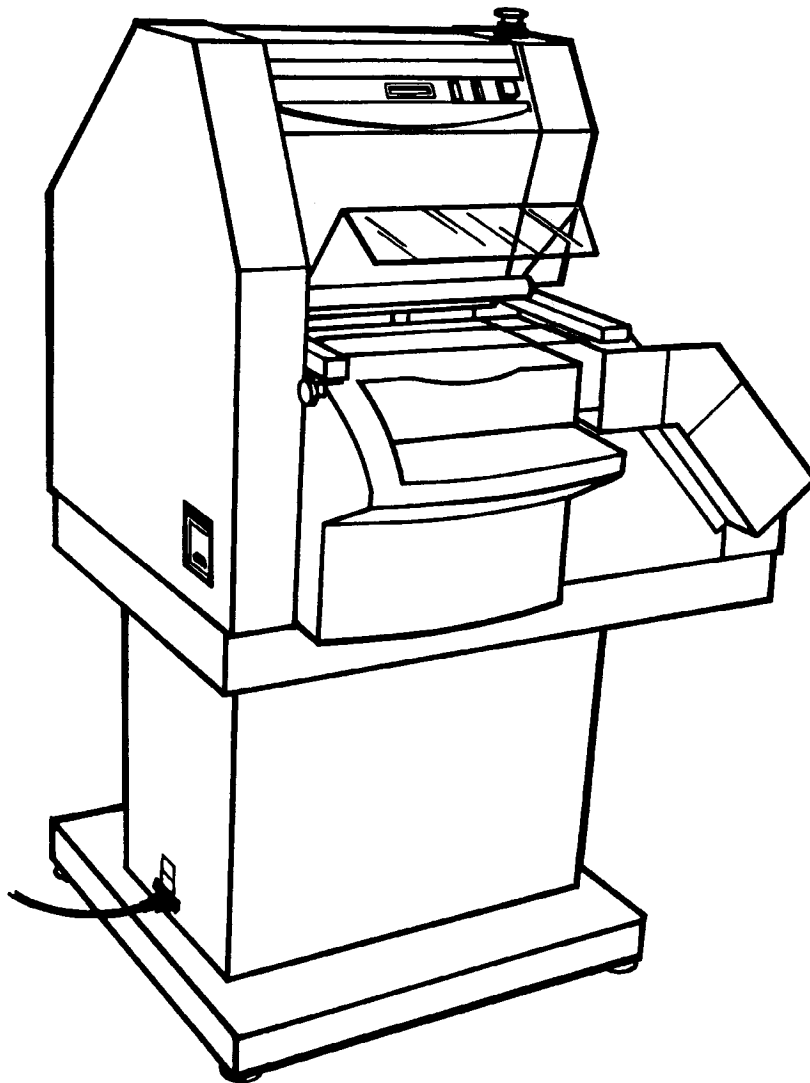


# **EPB100**

**Electric Plastic Binder**



## **Operating Instructions**

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**General Binding Corporation**  
Northbrook, IL 60062-4195

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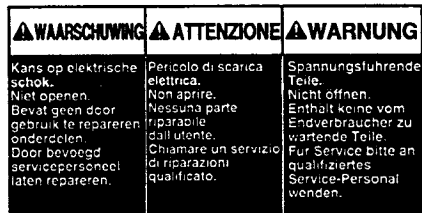
## SAFETY MESSAGES

Your safety as well as the safety of others is important to GBC. In this Operator Manual and on the unit itself are important safety messages. Read these messages carefully.

 The safety alert symbol precedes each safety message in this Operator Manual. This symbol indicates a potential personal safety hazard that could hurt you or others, as well as cause product or property damage.

The following warning is found on this unit:

This safety message means you could be seriously hurt or killed if you open the product and expose yourself to hazardous voltage.



The following ISO and IEC symbols appear on this product, their meaning is:

ⓘ Means On/Off Power switch.

⦿ Means select.

⬆ Means start.

⚡ Means emergency stop.

⏏ Means function.

↶ Means reset or enter.


### FOR YOUR SAFETY

- Do not connect this unit to electrical power or attempt to operate it before you read this Operator Manual and have been fully trained to operate it.
- Save this Operator Manual for later use.
- Keep hands, long hair, neck ties, necklaces and other loose articles away from moving parts.
- Never override or attempt to defeat electrical or mechanical interlock devices.
- Do not insert objects or spill liquids into this unit. They may contact dangerous voltage or short out components that may result in fire or electric shock.
- Only connect this unit to the electrical supply shown in the machine specification section of this Operator Manual and on the serial/rating label located on the equipment. Connect to a receptacle installed near the product that is easily accessible.
- Do not alter the plug on the end of the cord set provided with the unit. It was selected for your safety.

- Connect the plug only to a matching receptacle. If you do not have such a receptacle, contact a qualified electrician to have one installed.
- Turn the unit's power "Off" at the end of the day.
- Unplug this unit before moving it or when it will not be in use for an extended period of time.
- Do not attempt to service this unit. Contact an authorized GBC service representative if any of the conditions listed below are encountered.
  - Damaged plug or frayed power cord.
  - If the product has been exposed to rain or water.
  - If the product has been dropped, bumped or dented.
  - If the product does not operate normally when following the operating instructions.

The following notes apply only to the units rated 115V 60Hz.


**NOTE:** This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the operator manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

 **CAUTION: CHANGES OR MODIFICATIONS NOT EXPRESSLY APPROVED BY GENERAL BINDING CORPORATION COULD VOID YOUR AUTHORITY TO OPERATE THE EQUIPMENT.**

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe A respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

### MAIN CORDSET SELECTION (FOR 230 VOLT MACHINES ONLY)

 **CAUTION: WHEN CHOOSING A DETACHABLE LINE CORD FOR USE WITH YOUR EPB-100, ALWAYS OBSERVE THE FOLLOWING PRECAUTIONS:**

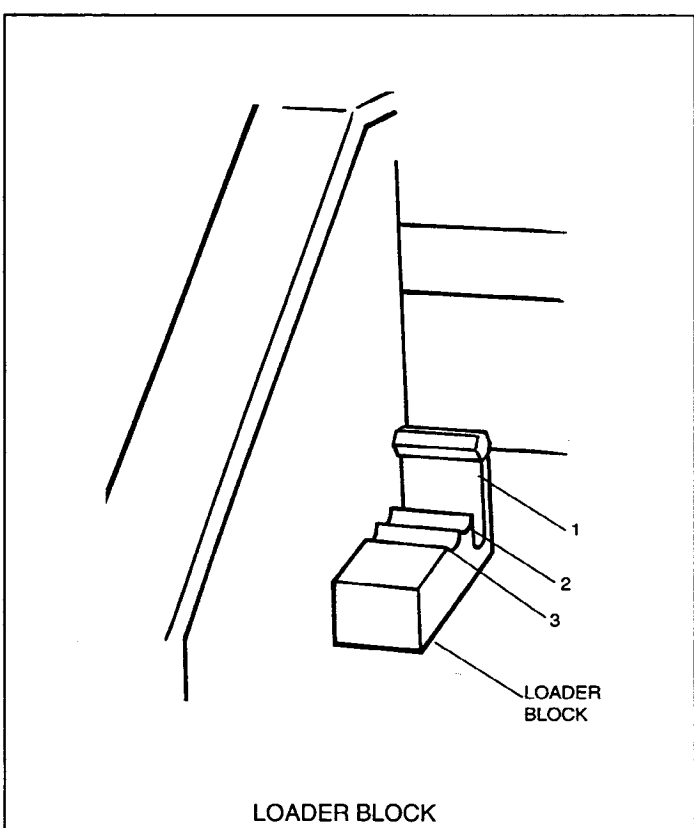
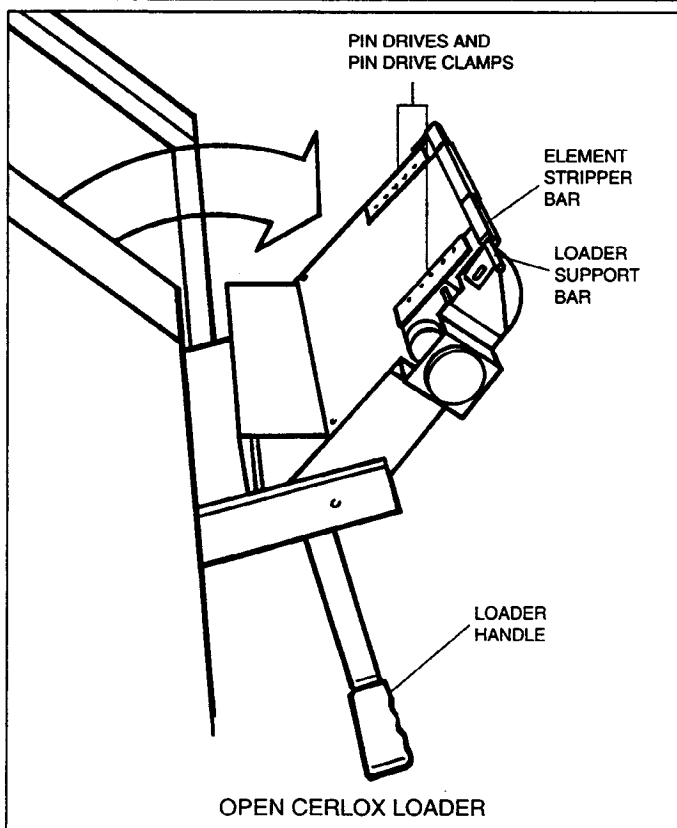
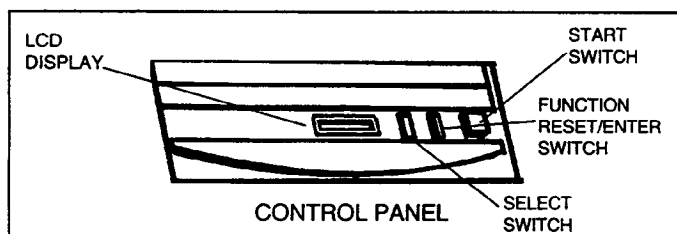
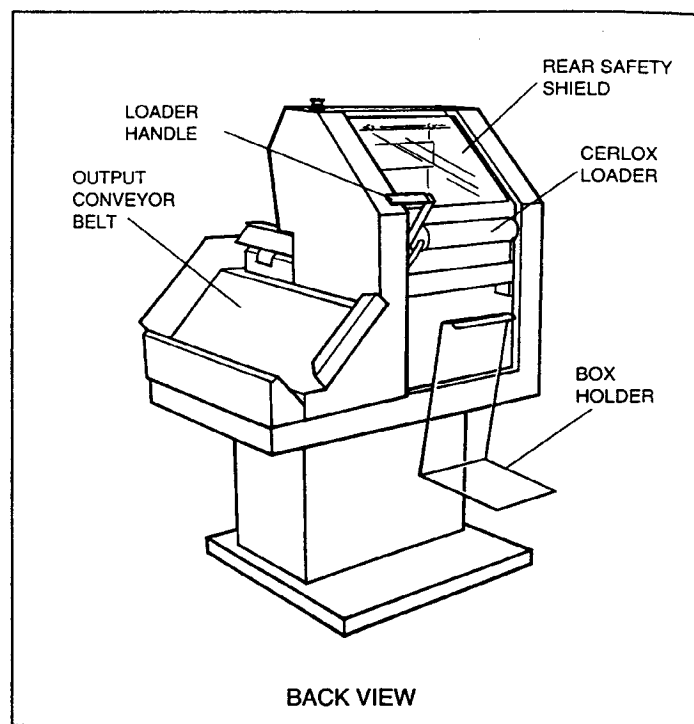
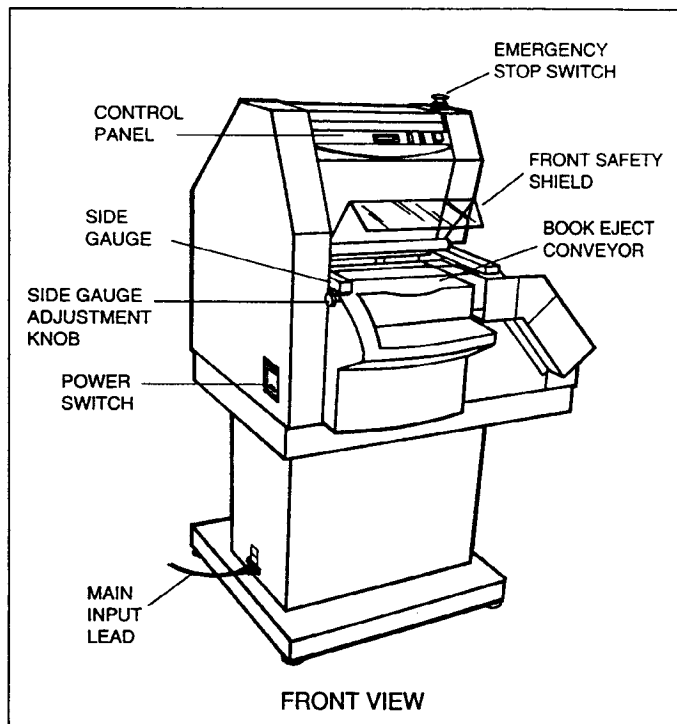
The cordset consists of three components; the attachment plug, cordage and appliance inlet. Each of these components must have European regulatory approvals for safety.

The following **minimum** electrical ratings for the specific cordset are published for safety purposes. **DO NOT USE CORDSETS THAT DO NOT MEET THE FOLLOWING MINIMUM ELECTRICAL REQUIREMENTS.**

**PLUG:** 3 amperes, 250 volts, 50/60 Hz, Class 1,3 conductor, European safety approved.

**CORDAGE:** Type HO5VV-F3G0.75, Harmonized (< H A R >). The "< >" symbols indicate cordage approved to appropriate European standard (NOTE: "HAR" may be substituted by the approval mark of the European safety agency which approved the cordage. An example would be "< VDE >").

**APPLIANCE CONNECTOR:** 3 amperes, 250 volts, 50/60 Hz, European safety approved, Type IEC 320. Cordset shall not exceed 3 meters in length. Cordset with component electrical ratings greater than the minimum specified electrical ratings may be substituted.



## CONTROLS


**Power Switch:** ① Located on the left side of the machine. This switch turns electrical power on and off by push switch. The LCD informational display will illuminate when power is on.


**Emergency Stop Switch:** ② The red switch located on the top of the EPB-100. This switch should be depressed immediately should any emergency occur. Depressing this switch cuts off power to the motors in emergency situations. This switch is only for emergency situations.


## CONTROL PANEL

**Start Switch:** ③ The green switch on the control panel. This switch, when depressed, resets the EPB-100 when power is first switched on or when any interlock cover has been opened.

**LCD Display:** Located on the control panel. The LCD displays the machine status, faults and menu options.

 **Function Switch:** Used to enter, scroll through and view options in, and then exit the Operator Menu (see "Operator Menu" section below).

 **Select Switch:** Used to revise unit settings within the Operator Menu.

 **Reset/Enter Switch:** This switch should be depressed to clear any error. It is also used to select some Operator Menu functions.

## OPERATOR MENU

TO OPERATE THE EPB-100 YOU MUST UNDERSTAND THE OPERATOR MENU!!!!

The Menu system on the EPB-100 consists of two levels, the Operator Menu and the Service Menu. The Operator Menu contains all functions necessary to set up and run the unit. The Service Menu is for use by GBC Authorized Service Personnel only.

To Access the Operators Menu depress the Function Switch. Each time the Function Switch is depressed a new option from the Operators Menu will be displayed. All following procedures are listed in the order in which they appear in the Operators Menu.

To exit the Operators Menu at any time depress and hold the Function Switch until the LCD Display Panel clears.

## EPB-100 SET UP

### Loading the Auto-Cerlox (Plastic Comb) Elements

This procedure does not require use of the Operator Menu.

1. Turn the unit off.
2. Place the box of auto cerlox in the Box Holder at the rear of the unit and slide as far to the left as possible.  
NOTE If entire box is to be used tear or cut off the box flaps.
3. Raise the Rear Safety Shield. This will automatically cut power to all motors.
4. Grip the Loader Handle and pull outward.
5. Raise the Element Stripper Bar and latch it to the open position.
6. Open the two Pin Drive Clamps.
7. Thread the auto cerlox leader (sheets with no cerlox attached) beneath the stripper bar. When loading a previously used supply, remove enough cerlox so that the lead edge of the first sheet of paper can be run under the stripper bar and reach the Pin Drives.
8. Insert the holes of the Auto-Cerlox paper onto the Pin Drives, being certain that the paper is aligned properly and is not skewed.

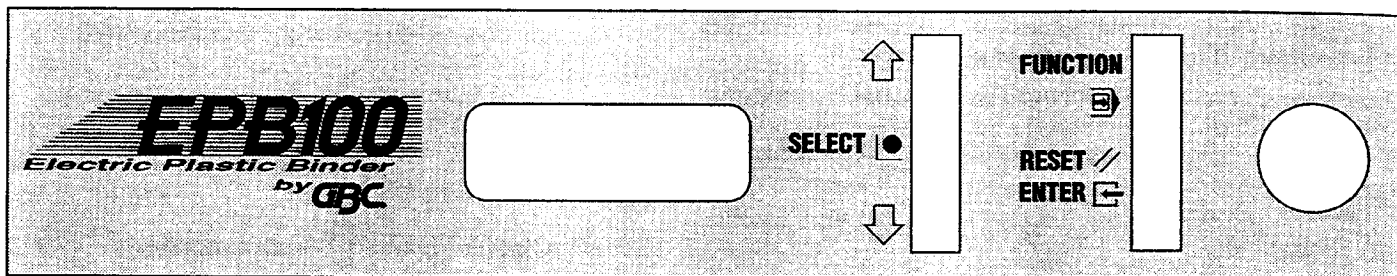
If the paper does not reach all the way from the left Pin Drive to the right Pin Drive, unlock the left paper pin and gently move the pin drive assembly toward the right until aligned. Re-lock the left paper pin.

If there is too much slack in the Auto-Cerlox paper (bowing in the center), unlock the left paper pin and gently move the pin drive assembly toward the left until the slack is removed. Re-lock the left paper pin.

9. Close the Pin Drive Clamps and Stripper Bar.
10. Close the Loader making certain that the Loader Support is in the proper position on the Loader Block
  - 5/16" (8mm) closest to the front of the machine. (Position 1).
  - 3/8" to 1/2" (10mm to 13mm) middle position (Position 2).
  - 5/8" to 1" (16mm to 25mm) closest to the rear of the machine (Position 3).

Close the Rear Safety Shield.

## CONTROL PANEL



### Changing Cerlox (Plastic Comb) Size Settings

1. Turn the unit On.
2. Depress the Function Switch once. The LCD Display will show the "CERLOX SIZE" menu.
3. Depress and release the Select Switch until the LCD Display shows the diameter of the Auto-Cerlox that you will be loading.
4. Depress and hold the Function Switch until the LCD Display clears.

### Back Gauge Size

The EPB-100 can accommodate three back gauge depths which correspond to the narrow, medium, and deep settings on GBC punches. For holes punched with other punches, fine tuning may be required. See the "Back Gauge Adjustment" section of this manual to fine tune the Back Gauge. The EPB-100 must be adjusted each time the depth of the punched holes has been changed.

Holes should be punched with the narrow setting for 5/16" (8mm) elements, mid setting for 3/8" to 3/4" (10mm to 19mm) elements, and deep setting for 7/8" (22mm) and 1" (25mm) elements.

1. Depress and release the Function Switch until "BACK GAUGE SIZE" appears on the LCD Display.
2. Depress and release the Select Switch until the appropriate Back Gauge Setting ("NARROW", "MID", "DEEP" appears in the LCD Display.
3. Depress and hold the Function Switch until the LCD Display clears.

### Back Gauge Adjustment

The Back Gauge of the EPB-100 can be fine tuned for holes which are not punched with a GBC punch.

1. Depress and release the Function Switch until "BACK GAUGE ADJ" appears on the LCD Display.
2. To incrementally **reduce** the margin depress the Select Switch until "-" appears on the LCD display. To further reduce the margin depress the Select Switch until "- -" is shown.

To incrementally **increase** the margin depress the Select Switch until "+" appears on the LCD display. To further increase the margin depress the Select Switch until "++" is shown.

3. Depress and hold the Function Switch until the LCD Display clears.

### Side Gauge Adjustment

1. Depress and release the Function Switch until "SIDE GAUGE ADJ" appears on the LCD Display.
2. Depress the Reset/Enter Switch. The Front Safety Shield will close and the Cerlox Opening Pins will move to the down position. Once the Pins are down the Front Safety Shield will raise up automatically and the LCD Display will read "ADJUST SIDE GUIDE".
3. Lay a sheet of paper which has been punched with plastic comb binding holes against the Side Gauge with the punched end inserted into the throat of the EPB-100.
4. Move the Side Gauge left or right, with the Side Gauge Adjustment Knob, to align the punched holes with the Cerlox Opening Pins.
5. Once the Pins and holes are aligned remove the paper and depress the Reset/Enter Switch. The LCD Display will now read "SIDE GAUGE ADJ".
6. Depress and hold the Function Switch until the LCD Display clears.

## Removing Damaged Elements or Changing Sizes (Open Vise)

1. Depress and release the Function Switch until "OPEN VISE" appears on the LCD Display.
2. Depress the Reset/Enter switch. The Front Safety Shield will close and the internal vise will open.
3. Go to the back of the unit, lift the Rear Safety Shield and open the Cerlox Loader. Remove the Cerlox which is still in the unit.
4. Close the Cerlox Loader (be sure to place the Loader Support Bar in the proper position on the Loader Block), close the Safety Shield and return to the front of the unit.
5. Depress the Reset/Enter Switch. The LCD Display will now read "INTERLOCK OPENED PRESS START".
6. Depress the green Start Switch. The LCD Display will now read "OPEN VISE" and the unit will continue to sound as if it is running.
7. Depress and hold the Function Switch until the LCD Display clears.

## Lid Cycle Time (Bind Delay)

 **CAUTION: Front Safety Shield is operated by gravity. It will NOT injure you although it may startle you.**

The lid cycle time can be adjusted for a delay between 0 seconds and 2.5 seconds. Inexperienced users may want to use the longer settings until they are comfortable with the unit. More experienced operators may want to use a shorter delay.

1. Depress and release the Function Switch until "BIND DELAY" appears on the LCD Display.
2. Depress the Select Switch up or down until the unit is set to the desired lid cycle delay time.
3. Depress and hold the Function Switch until the LCD Display clears.

## Job Bind Count

1. Depress and release the Function Switch until "JOB BIND COUNT" appears on the LCD Display.
2. The LCD Display will show the number of books produced on the current job.
3. To reset to 0 depress the Reset/Enter Switch. The LCD Display will read "RESET JOB BIND COUNTER?"
4. Depress the Reset/Enter Switch a second time and the Job Bind Count will reset to 0.
5. Depress and hold the Function Switch until the LCD Display clears.

## Service Menu

To be accessed by GBC authorized service personnel only. To exit depress and hold the Function Switch until the LCD Display clears.

## PRE-BINDING CHECKLIST

Before binding with the EPB-100 make sure that the plastic shield and the Auto-Cerlox loader in the rear of the machine are both closed and run through the following checklist:

- Auto-Cerlox has been properly loaded.
- The proper cerlox diameter has been selected.
- The proper punched hole back gauge depth has been selected.
- The edge guide has been adjusted so that the punched holes are in line with the cerlox opening fingers.
- The desired lid cycle time has been selected.

After the EPB-100 has been set up as per the previous section, books are ready to be bound.

## BINDING

1. Press the green Start Switch to initialize the EPB-100. If the unit is already properly initialized, it will not react.
2. Place the book to be bound on the horizontal jog surface. Push all pages to the front and left of the jog to tray to properly align the punched holes.
3. Grasp the book and, maintaining alignment, place it holes first into the throat of the EPB-100, until the book is all the way against the backstop with the left edge of the document flush against the side gauge.
4. The insertion of the book will automatically trigger the start of the bind cycle. If the safety shield is hindered from closing completely the bind cycle will not be completed until the hindrance is removed. Be sure to set the lid delay for the most comfortable operation.
5. The completed book will be ejected to the output conveyor.

**OPERATOR MENU**

The Menu system on the EPB-100 consists of two levels, the Operator Menu and the Service Menu. The Operator Menu contains all functions necessary to set up and run the unit. The Service Menu is for use by GBC Authorized Service Personnel only.

- ① To Access the Operators Menu depress the Function Switch. Each time the Function Switch is depressed a new option from the Operators Menu will be displayed. All Operator Functions are listed below in the order in which they appear when scrolling through the Menu.
- ② To confirm new settings and exit the Operators Menu depress and hold the Function Switch until the LCD Display Panel clears.

ITEM	SUB MENU	FUNCTION	PROCEDURE
Cerlox Size	5/16" (8mm) 3/8" (10mm) 1/2" (13mm) 5/8" (16mm) 3/4" (19mm) 7/8" (22mm) 1" (25mm)	This function lets you set the unit for the Cerlox size you will be using.	Press Select Switch up or down until cerlox size to be used is shown on the LCD Display.
Back Gauge Size	NARROW MID DEEP	This function lets you set the bind margin depth to match the margin used in punching your paper.	Press Select Switch up or down to set the proper Back Gauge Size.
Back Gauge Adjustment	-- - No indication + ++	This function allows you to incrementally adjust the back gauge for paper that was not punched on a GBC punch.	To reduce the margin depress the Select Switch until -- appears on the LCD. To further reduce the margin depress the Select Switch until - is shown.  To increase the margin depress the Select Switch until + appears on the LCD. To further increase the margin depress the Select Switch until ++ is shown.
Side Gauge Adjustment	None	This function allows you to align the holes in your punched paper with the Cerlox Opening Pins.	To activate, depress the Reset/Enter Switch. Place punched paper into unit and align using the Side Gauge Adjustment Knob. Depress Reset/Enter.
Open Vise	None	This function lets you open the Binding Vise in order to remove damaged Cerlox or the last Cerlox of the previous run when changing sizes.	Depress Reset/Enter Switch. Open Rear Safety Shield and Cerlox Loader. Remove Cerlox still in unit. Close Shield and Loader. Depress Reset/Enter. Depress Start Switch.
Bind Delay	0.0 0.5 1.0 1.5 2.0 2.5	This function allows you to select the most comfortable bind delay, between 0 and 2.5 seconds.	Depress the Function Switch up or down-until the desired delay time is shown.
Job Bind Count	None	This function allows you to keep track of the number of books that have been successfully bound.	To reset to 0, depress the Reset/Enter switch twice.
Service Menu	N/A	To be accessed by GBC Authorized Service personnel only.	N/A

To exit from the Operators Menu, depress and hold the function switch until the LCD Display clears.

**TROUBLE-SHOOTING GUIDE**

<b>PROBLEM</b>	<b>POSSIBLE CAUSE</b>	<b>CORRECTIVE ACTION</b>
• Finger Jam.	Document was not justified properly.	Re-insert making certain that the book is justified all the way to the back and all the way to the left against the side gauge.
	Holes are punched incorrectly.	Check book and make certain that all holes are properly aligned.
	Holes are not aligned with Cerlox Opening Pins.	Side Gauge must be realigned. Refer to the Side Gauge Adjustment section in this Manual.
	Damaged or defective element.	Remove the cerlox from the vise.
	Wrong Back Gauge setting.	Back Gauge must be realigned. Refer to the Back Gauge Adjustment section in this Manual.
	Book thickness is too large for the selected element.	Allowable book thickness is approximately 1/8" (3mm) less than the selected Auto-Cerlox diameter.
• Book did not eject.	Book thickness is too small.	Book thickness must be greater than 10 pages of 20 lb. (80 gm <sup>2</sup> ) bond paper or .040" (1.1mm).
	Conveyor belt is too slippery.	Clean the conveyor belt with a damp wash cloth.
• Cerlox did not load.	Out of cerlox.	Re-load with a new box of Auto-Cerlox.
	Stripper bar in open position.	Close stripper bar.
	Auto-Cerlox paper is skewed on the pin drive.	Be sure that the paper is even and feeding straight in the loader.
	Auto-Cerlox paper is torn.	Remove several Auto-Cerlox elements and reload the paper using only the pin holes that are not torn.
• Element is still in holder after the bind cycle.	Damaged Cerlox.	Remove the Cerlox from the vise.
• Cannot initiate bind cycle.	Unit is not properly initialized.	Press green Start Switch to initialize unit.
	Loader is open.	Close Loader and Rear Safety Shield and press green Start Switch.
	Rear, plastic safety shield is open.	Close the shield and press start.
	Emergency stop switch is pushed in.	Pull out the switch.
	Front Safety Shield is not being allowed to close.	Remove obstructions or engage Bind Delay to allow hands to clear the Front Safety Shield
• One or more rings were not properly bound.	Book thickness is too large for the selected element.	Allowable book thickness is approximately 1/8" less than the selected Auto-Cerlox diameter.

**SPECIFICATIONS**

Sheet Size:	8 1/2" x 5 1/2" to 12" x 9" 216mm x 139.74mm to 304.8mm x 228.6mm
Cycle Time:	750 books per hour
Document Thickness:	Up to 7/8" or 200 sheets of 20 lb. paper Up to 22.2mm or 200 sheets of 80gm <sup>2</sup> paper.
Supplies:	Pin-fed Auto-Cerlox elements in 7 diameters; - 5/16", 3/8", 1/2", 5/8", 3/4", 7/8", 1" - 8mm, 10mm, 12mm, 16mm, 19mm, 22mm, 25mm - 15, 16, 19, 20 or 21 rings
Dimensions:	33 1/2"L x 33 3/4"W x 50 1/8"H 82.7cm x 85.1cm x 127.3cm
Weight:	300 lbs. (136.4 kg.)
Electrical Power:	115V AC, 60Hz, 3.2 amps or 230V AC, 50Hz, 2.3 amps, 340 watts