

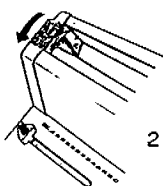
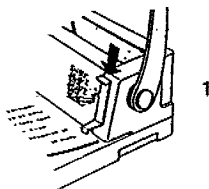
# GBC WireBind 100

## Assembly

- 1 - Fit the binding lever onto the WireBind 100 using the attached screw
- 2 - Insert the wire paper guide into the two holes at the top of the binding area

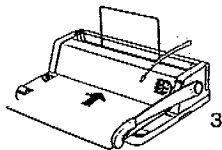
## Determining Wire Element Size

- 1 - Place your document to be bound on the front surface of the machine toward the right side. Push down on the wire size selector as shown in figure 1 to determine the proper size binding element to use.
- 2 - Turn the black wheel on the back of the machine to adjust the width of the wire closing mechanism to correspond to the wire binding element size you have selected.
  - The red top stem on the left side of the machine should line up next to the binding element diameter you want to use. (see figure 2).



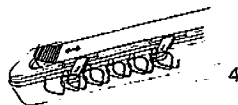
## Punching...

- 3 - Adjust the black paper edge guide on the front surface of the machine so the first and last holes in your punched paper are at an equal distance from each edge of the sheet. Refer to the square holes printed on the machine to assist you in getting the paper properly aligned. Test a piece of paper to set up the first time you punch.
  - Insert a maximum of 10 sheets completely into the punch throat aligning the edge of the paper against the black paper edge guide.
  - Pull down on the lever to punch as shown in figure 3. Return it to the vertical position after punching.

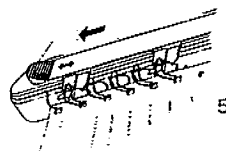


# Binding...

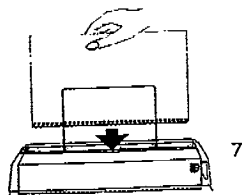
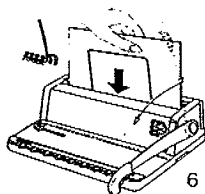
- 4 - Place the wide loops of the wire binding element on the metal hooks located on the front of the machine. Push the plastic guide strip to the right (as shown in figure 4) to secure the wire in place. The wire binding element will now be in position with the narrow loops closest to you facing upward.



- 5 - Place the punched sheets on the narrow loops of the wire binding element. The first page of the document should be the last page inserted onto the wire before the covers and should be facing up toward you. Insert the front cover facing up and then place the back cover with the back of it face-to-face with the front cover. Push the plastic guide strip to the left to release the wire as shown in figure 5. Carefully remove the document from the metal hooks by holding the wire binding element on both ends and lifting up.

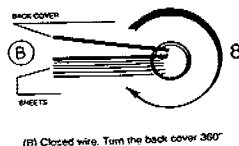


- 6 - Lay your document in the closing mechanism, making sure the open wire end is perfectly flat against the bottom of the surface. Pull down the lever completely to close the wire binding element. See figure 6.



- 7 - Take the document out of the machine.

- 8 - Rotate the back cover 360°



NOTE : Chip Tray - The paper chip tray is located on the bottom right side of the machine. Slide it out to the right to empty it.