

111 PM OPERATING INSTRUCTIONS

1.0 INTRODUCTION

The General Binding Corporation Electric Punch is a flexible and versatile machine. It has been designed for high speed, large volume punching jobs. It has also been designed for easy and economical operation.

Compact enough to be used on any desk or table, the GBC Electric Punch is portable enough to be moved wherever it is needed. It is capable of punching anything from scratch pad size paper to the largest of paper sheet sizes - quickly and with no more effort required than simply inserting the paper into the machine.

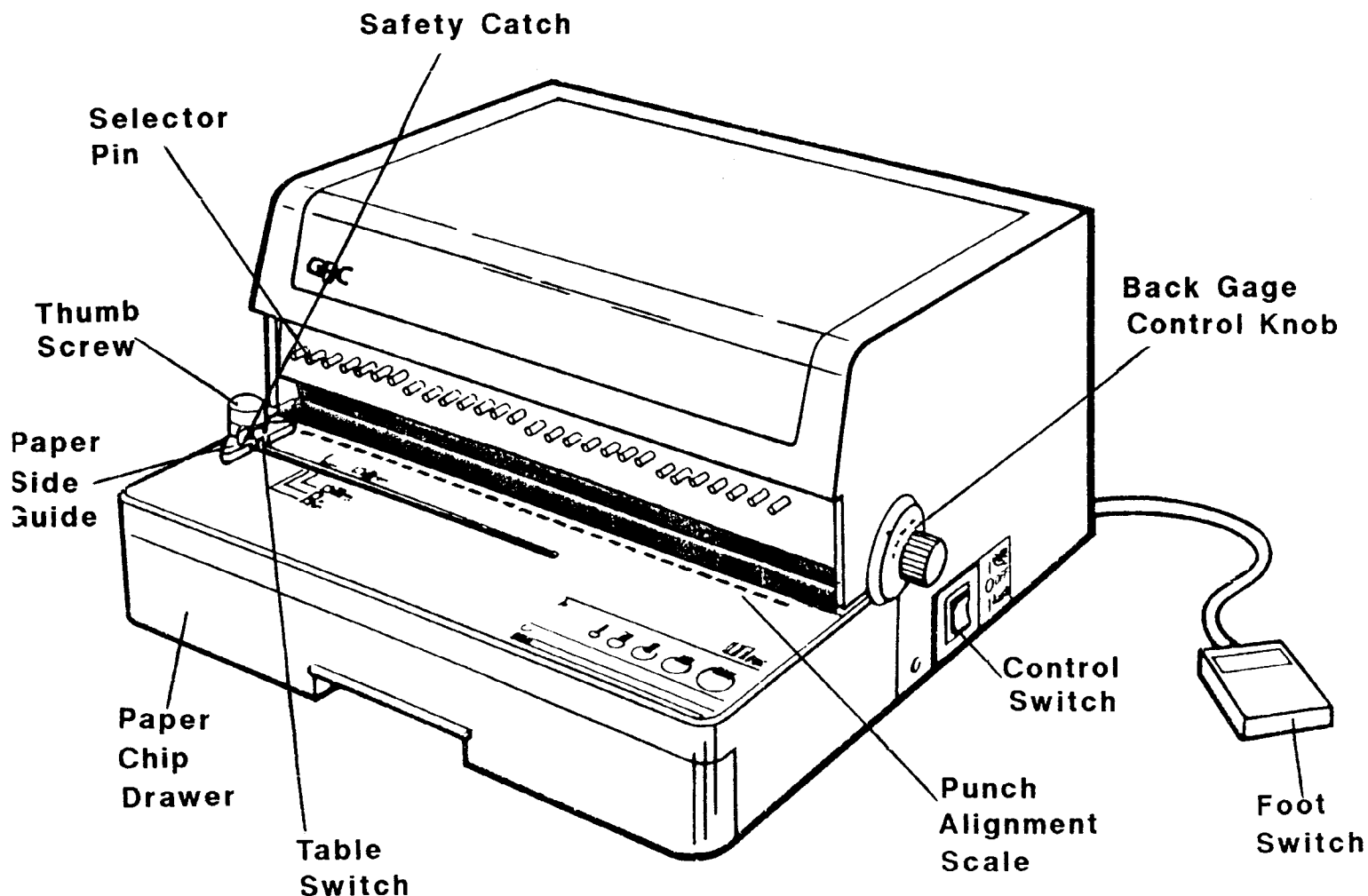


FIGURE 1.1 Know Your 111PM-3

2.0 SPECIFICATIONS

111PM-3

	115 VAC	230 VAC
Required Power Supply:	Three Wire (1) Neutral (1) Ground (1) 115VAC Power Supply Line	Three Wire (1) Neutral (1) Ground (1) 230VAC Power Supply Line
	10 Amperes Maximum 60 Hertz Single Phase	5 Amperes Maximum 50 Hertz Single Phase
Size:	18.9" (48.0cm) Wide 19.5" (49.5cm) Deep 10.1" (26.7cm) High	
Machine Weight:	88 lbs. (39.6 kg) Machine Weight Packaged 100 lbs. (45.0 kg)	
Punched Hole Configuration:	1 to 28 Holes (selective)	
Punching Capacity:	30 sheets, 20 lb. Bond Paper	
Maximum Punching Length:	16" (40.6cm) In One Step	
Punching Depth (Margin):	.060" (.5mm) through .180" (4.6mm) in five (5) increments	

3.0 INSTALLATION

NOTE: Due to the weight of the punch, two people are required to lift the machine from the package and perform the installation.

3.1 Unpacking

Remove punch from shipping carton.

Inspect for any damage to unit.

Remove cardboard from bottom of unit.

Remove cloth bag from chip drawer. Contents of bag should be:

- Four (4) rubber feet
- Four (4) screws
- Four (4) flat washers
- One (1) back gauge control knob

3.2 Unit Set-Up

Mount the rubber feet to the bottom of the unit in the four (4) threaded holes provided. Install Back Gauge Control Knob as shown in Figure 1.1.

Place the punch on a sturdy table, desk, or bench at a height of approximately 25 inches (64 cm) for seated operation or approximately 30 inches (74 cm) for standing operation. No fastening to the work surface is required. The work surface area should be large enough to accommodate the punch plus stacks of sheets and covers to be punched, and completed (punched) books. Connect the plug on the power cord to an electrical (convenience) outlet, and place the foot switch on the floor within easy reach of the operator's right or left foot as preferred.

3.3 Test Punch

Punch 20 sheets of 20 lb. bond paper, in one lift.

Test punch one sheet of 20 lb. bond paper at each back gauge setting to insure at least four distinct positions.

4.0 OPERATING INSTRUCTIONS

4.1 Punching

Punching is the first important step in the process of binding. Before you punch an actual book, it is recommended you first use blank sheets of paper the same size as the pages of your book. This will help you determine the maximum number of holes to be punched on the binding edge and the proper spacing of holes.

You will also find it convenient to make the necessary adjustments with the machine turned off and the table switch secured to the safety catch. This will prevent accidental punching.

1. The rectangles indicated on the punch alignment scale represent the exact position of the actual punches located behind the scale.
2. Place a test sheet on the punch alignment scale to determine the number of holes you will need to punch. Line up your test sheet with the left edge of the first rectangle at the left hand side of the punch alignment scale. Now, count the number of rectangles along the edge of your test sheet. Do not count those only partially covered.
3. Allowing for a minimum margin of $1/8"$ (3.175mm) at each end of the binding edge of your sheet, center it on the correct number of rectangles (i.e. 19 holes for an 11" binding edge).
4. Holding your test sheet in the centered position, move the side guide flush with the left edge of your test sheet and tighten the thumb screw.

NOTE: DO NOT turn on your GBC Electric Punch when adjusting the side guide or when the machine is not in use.

5. If the right hand edge of your test sheet partially covers one of the rectangles, pull out the selector pin directly above it. That will disengage the punch directly behind the rectangle and prevent the punching of a partial hole on the edge of your test sheet.
6. Turn control switch on by pushing to "Table Switch" or "Foot Switch". Use of the table switch is recommended while you become acquainted with the GBC Electric Punch.

4.0 OPERATING INSTRUCTIONS (Continued)

4.1 Punching (Continued)

7. Release the safety catch on the table switch (Figure 1.1). Activate the table switch without inserting your test sheet in the punch. This is done by pressing the small lever switch to the left, toward the side guide. Repeat this a few times until you become familiar with the sensitivity of the switch.
8. Avoiding contact with the table switch, insert your test sheet in the throat of the punch. Bring it flush with the back guide and then slide it to the left. As you bring it to a position flush with the side guide, the table switch is activated and the sheet is punched.

NOTE: Insure that the paper to be punched is flush with the back guide before attempting to align it with the side guide. Failure to do so will activate the table switch before your paper is in punching position and result in faulty margin alignment.

9. Take the test sheet out of the machine and fold it in half. Check to see if the space above the first hole is equal to the space below the last hole. Your test sheet was properly centered if the spaces are aligned equally. If they are not equal, adjust the side guide to correct the difference, punch, and repeat this check.
10. The back guide (Figure 1.1) is the final adjustment. Determine the proper plastic binding diameter for your books and set the back gauge control knob to the corresponding size on the dial.

NOTE: Do not punch deeper into the sheet than is necessary. Excessively deep punched holes will make it difficult to turn pages of the bound book.

11. You are now ready to punch your books.

4.2 Foot Switch

Your GBC Electric Punch is equipped with a conventional foot switch. To use the foot switch, push the control switch to "Foot Switch" position. When using the foot switch to punch sheets, deactivate the table switch by using the safety catch.

4.0 OPERATING INSTRUCTIONS (Continued)

4.3 Oversize Sheet Punching

Sheets larger than 16" (40.6 cm) on the binding edge may be punched using the "Open End" design of the punching mechanism. Set the back guide as previously described, then:

1. Select a test sheet cut to the exact side of the sheets to be punched. Place a mark at the exact center of the binding edge.
2. Lay the test sheet along side the punch alignment scale with the left edge of the paper extending 1/8" (3.175mm) to the left of rectangle #1.
3. If the center marker falls within a rectangle, slide the test sheet to the left until the mark is exactly centered between the two nearest rectangles.

If the center mark falls between the two rectangles, slide the test sheet to the left until the mark is exactly centered on the nearest rectangle.

4. Slide the paper side guide to the right until it touches the edge of the sheet, then lock the guide in place. It is recommended that you lock the safety catch, and use the foot switch for oversize sheet punching.
5. Pull out the selector pin(s) directly above any rectangles that are to the right of the center guide mark.
6. Depress the power switch to the "foot" position.
7. Insert the test sheet all the way into the throat of the punch, insuring that the left edge is against the paper side guide and the binding edge is against the back guide throughout its length.
8. Depress and release the foot switch one time; the punch will complete one cycle.
9. Remove the sheet; turn it over end-for-end, and reinsert as before. Depress and release the foot switch.
10. Remove the test sheet. Fold it in half along the binding edge. If the above steps have been performed accurately the distance between the end holes and edges of the sheet will be equal and within the edge guide marks. If they are not, shift the sheet guide slightly right or left as required. Punch another test.

OPERATING INSTRUCTIONS (Continued)

4.4 Paper

Your GBC Electric Punch is capable of punching many varieties of paper and related stock. Because of the wide variation in the thickness of materials that can be punched, it is difficult to set a maximum number of sheets that should be punched at one time. It is recommended that not more than 20 sheets of 20 lb bond paper be punched at one time. Cover stock, acetate and cardboard should be punched in sets of no more than four.

4.5 Paper Chip Drawer

The paper chip drawer on your GBC Electric Punch is located at the front of the base of the machine. It can be removed by gently pulling it out of the machine. It is recommended the contents be removed periodically to avoid jamming of the punching dies.