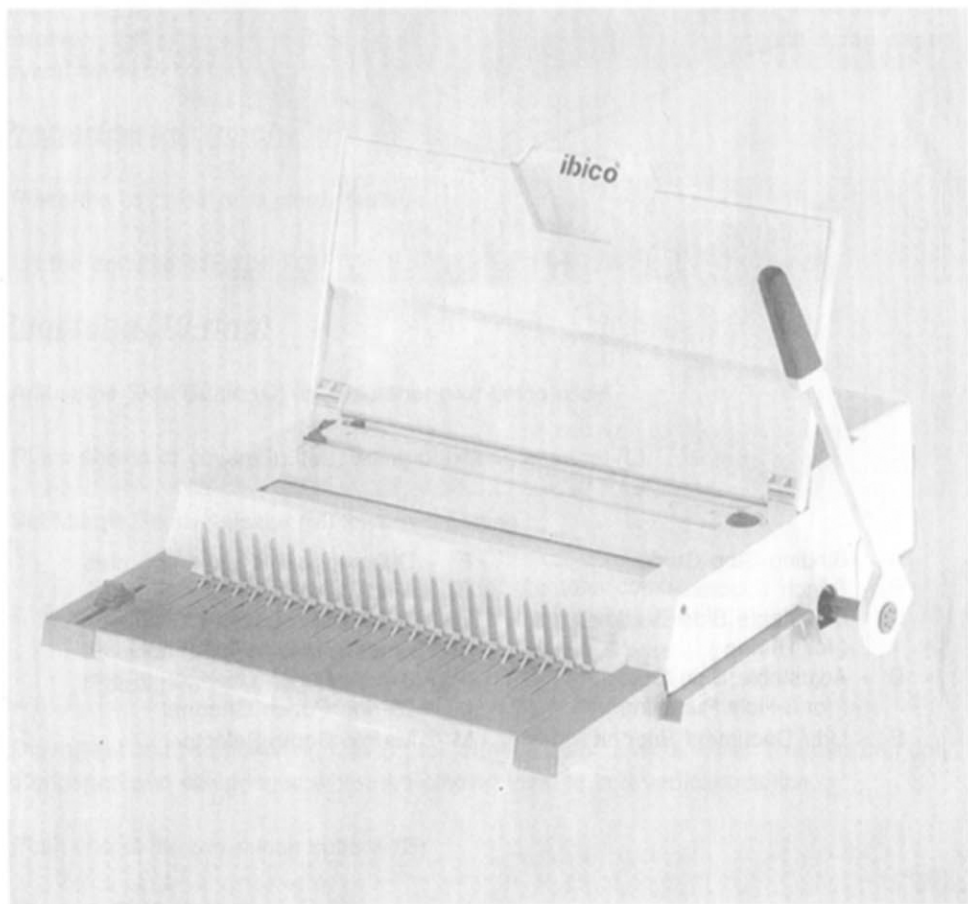
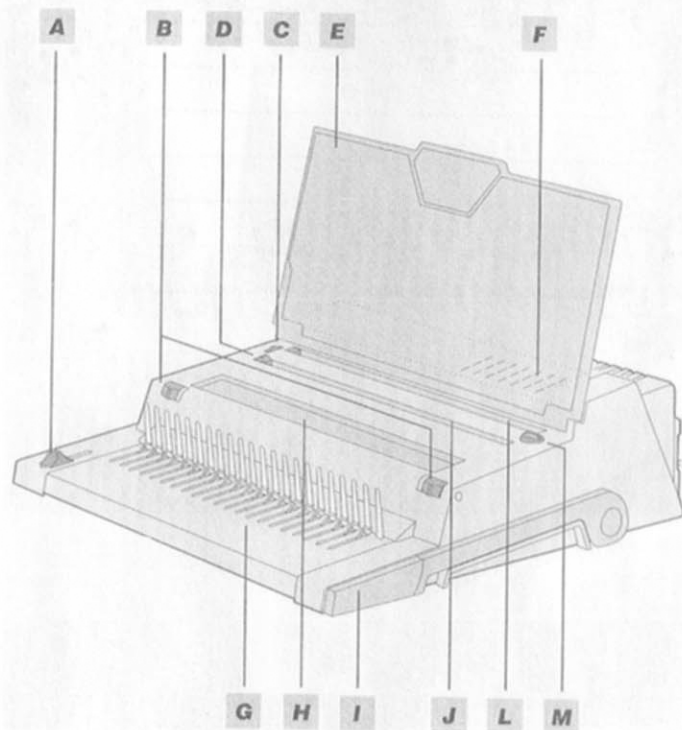




*Desktop Finishing Systems*

# ***ibiMaster 400e Instruction Manual***





- |  |                                 |
|--|---------------------------------|
| A - Binding Stop Guide                               | F - Disengageable punching dies |
| B - Punch buttons                                    | G - Binding Table               |
| C - Adjustable Side Guide<br>( for 19-ring )         | H - Wire Comb Binding Channel   |
| D - Adjustable Side Guide<br>( for 3-Hole Punching ) | I - Binding Handle              |
| E - Lid / Document Support                           | J - 3 Hole Punch Channel        |
|  | L - 19-ring Punch Channel       |
|  | M - Margin Depth Selector       |

## Introduction

Thank you for purchasing the IbiMaster 400E punching and binding system. If used properly, your machine will be virtually maintenance-free and provide years of service. Please read through these operating Instructions carefully and keep them in a safe place for future reference.

## Caution!

Your Binding Machine was developed exclusively for punching and binding paper and plastic covers. Only use the machine for this purpose to ensure a long service life.

Take care when binding with Wire Combs that your fingers do not get caught in the binding channel (danger of fingers being crushed!).

The 19-ring and 3-hole punching dies were oiled in production to keep them free from corrosion and to ensure that the parts move easily. Before using, punch scrap paper several times to remove all traces of oil from the dies.

## Preparing the machine

- \* Place the machine on a sturdy surface.
- \* Lift the document lid (E).

## Punching (19-ring)

- \* Adjust the Side Guide (C) for the paper size being used.
- \* Place sheets or covers in the 19-ring punching channel (L).
- \* Set Margin Depth Selector (M) to correct setting.

Position 1 = 1/16" margin = 3/16" -1/4" diameter combs  
 Position 2 = 1/8" margin = 5/16" -7/16" diameter combs  
 Position 3 = 3/16" margin = 1/2" -5/8" diameter combs  
 Position 4 = 1/4" margin = 3/4" -2" diameter combs

\* Disengage last two punching dies (F) for letter-size documents. Note: The dies can only be engaged and disengaged when the binding lever is in a vertical position.

\* Push one of the two punch buttons (B)

\* Remove the punched document.

## **Punching (3-Hole Pattern)**

- \* Adjust the Side Guide (D) for the paper size being used.
- \* Place sheets or covers in the 3-hole punching channel (J).
- \* Set Margin Depth Selector (M) to correct setting.

Position 1 = 1/16" margin = 3/16" - 1/4" diameter combs.  
Position 2 = 1/8" margin = 5/16" - 7/16" diameter combs.  
Position 3 = 3/16" margin = 1/2" - 5/8" diameter combs.  
Position 4 = 1/4" margin = 3/4" - 2" diameter combs.

- \* Push one of the two punch buttons (B).
- \* Remove the punched document.

## **Binding with Plastic combs**

- \* Insert the document in the Wire Comb Binding Channel (H) press the binding lever downwards and read off the required comb size from the left-hand scale on the pressure bar (PAPER).
- \* Insert the binding comb behind the fingers of the Binding Table (G) open edge facing up.
- \* Lift Binding Handle (I). Once lifted, it will release and move to the right.
- \* Lower the Binding Handle (I) to open the comb.
- \* Lift the Binding Handle (I) and remove bound document.

## **Binding with wire combs**

- \* Insert the document in the Wire Comb Binding Channel (H) press the binding lever downwards and read off the required comb size from the left-hand scale of pressure bar (PAPER).
- \* Turn over the rear cover sheet onto the front cover sheet so that the comb opening will not be visible later and insert wire comb into punched holes.
- \* Slide the Wire Binding Comb Stop (A) to the correct diameter and let it click into place.

6 mm = 1/4" diameter combs  
8 mm = 5/16" diameter combs  
10 mm = 3/8" diameter combs

12 mm = 1/2" diameter combs  
14 mm = 9/16" diameter combs

\* Use your left hand to hold the document and insert into the Wire Comb Binding Channel (H) with the open end of the comb facing downward.

\* Use your right hand to lower the Binding Handle (I) far enough to close the wire comb.

## **Emptying the Waste Tray**

- \* Lower lid (E).
- \* Set the machine in an upright position.
- \* Pull open the tray on the bottom of the machine, empty it and replace.

## **Technical data**

|                                    |                           |
|------------------------------------|---------------------------|
| Dimensions (H X W X D)             | 5" x 16.3/4" x 18"        |
| Max, width of sheets to be bound   | 11.5" (297 mm)            |
| Number of punching dies            | 21 ( 7 are disengageable) |
| Punching capacity (paper sheets)   | max. 12 sheets (#20 lb.)  |
| Punching capacity (plastic covers) | 2 covers                  |
| Paper stop                         | adjustable, lockable      |
| Punching depth                     | 4 position adjustable     |
| Max, diameter of binder, plastic   | 2" (51mm)                 |
| Max, diameter of binder, wire      | 1/2" (14 mm)              |
| Net Weight                         | 32.5 lbs. (14.8 Kg)       |

(Subject to technical changes without prior notice)

### Warranty Information

Ibico punching and binding equipment is warranted for a period of one year from the date of the dealer's sale to the consumer. Excluded from the warranty are the punching dies which are subject to wear.

For service of a unit under warranty, please contact Quartet Mfg. Co./GBC/Ibico Customer Service:

In the U.S.:

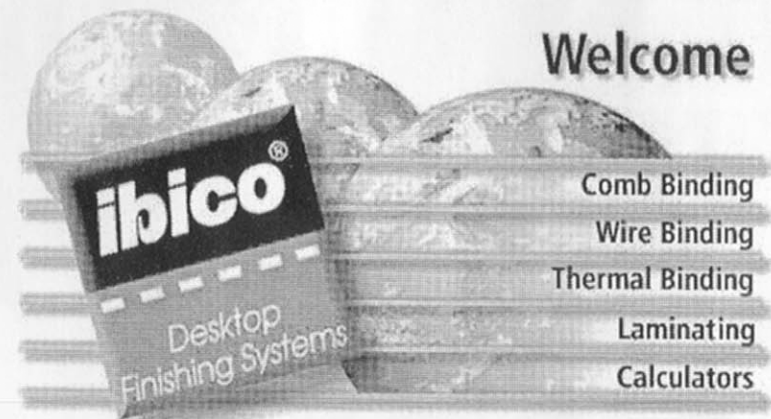
(800)541-0094

Ibico, Inc. will repair or replace, at our option, the unit free of charge and return it prepaid. Please include a copy of your paid invoice. Any unit sent without proof of purchase will not be serviced free of charge. Instead, such units will be serviced at the prevailing rates and returned C.O.D.

This warranty extends to any Ibico machine that has been subject to misuse, neglect, accident, if the serial number has been altered or defaced, or if the unit has been opened.

This warranty contains the entire obligation of Ibico, Inc. Unless prohibited by law, neither this warranty nor any other warranty express or implied, including implied warranties of merchantability, shall extend beyond the warranty period. No responsibility is assumed for incidental or consequential damages.

This warranty is valid only within the 48 contiguous states and Canada. Ibico, Inc. will honor this warranty outside this area with the stipulation that all shipping and related charges involved in transporting the defective unit to and from Ibico's premises will be borne by the customer.



## Welcome

Comb Binding

Wire Binding


Thermal Binding

Laminating

Calculators

*...Because Presentation is Everything!*

<http://www.ibico.com>

**GBC**  **QUARTET**

<http://www.quartetgbc.com>

# GBC Engineering Change Order

|   |   |   |   |   |
|---|---|---|---|---|
| <b>Requested By:</b><br>Carlos Ventura            | <b>Prepared By:</b><br>Dave Vogel   | <b>Facility</b><br><input type="checkbox"/> Canada<br><input type="checkbox"/> Graphics | <input type="checkbox"/> Plastic Plant<br><input type="checkbox"/> Nuevo Laredo<br><input type="checkbox"/> Purch. For Resale | <input checked="" type="checkbox"/> PP Supplies<br><input type="checkbox"/> PP Equipment<br><input type="checkbox"/> Booneville |
| <b>Product Line / Model(s) Affected:</b><br>C400e | <b>Sales Channel:</b><br><input type="checkbox"/> IPFG <input checked="" type="checkbox"/> Europe<br><input type="checkbox"/> CCG <input type="checkbox"/> Mexico |   | <input type="checkbox"/> Canada<br><input type="checkbox"/> UCCNET<br><input type="checkbox"/> Other                          | <b>Page 1 of 2</b><br><b>Origination Date</b><br>5/10/2005  |

## Description and Reason for Change(s):

- . Release new die set, part number 7703662 ( System, Print, and BOM ) - for the C400e
- . Release new part number, 7703696 Lower Spacer ( System & Print ), a component part of the new die set.

|  |   |   |      |
|--|---|---|------|
| <b>ECO Urgency:</b><br><input type="checkbox"/> Emergency<br><input checked="" type="checkbox"/> Immediate<br><input type="checkbox"/> Phase - In Record | <b>Misc. Requirements:</b><br><input type="checkbox"/> Service Bulletin Required<br><input checked="" type="checkbox"/> Router Change(s) Required<br><input type="checkbox"/> Implementation S/N Req'd<br><input checked="" type="checkbox"/> Releasing New SKU | <b>Manufacturing Cost Impact:</b><br>Forecast: Units Per Year<br>Unit Cost Change<br>Annual Cost Change<br>Scrap Cost<br>Rework Cost<br>Tooling Cost<br><b>Total Cost of Change</b> | 8000 |
|--|---|---|------|

| Plant Signatures                    |                 |                   |         | Corporate Signatures |                 |            |         |
|-------------------------------------|-----------------|-------------------|---------|----------------------|-----------------|------------|---------|
| Review Board                        | Name            | Approval          | Date    | Review Board         | Name            | Approval   | Date    |
| Mfg. Engineer                       | Dave Vogel      | <i>Dave Vogel</i> | 6/29/05 | Des. Engineer        | Colin Knight    | VIA E-mail | 5/18/05 |
| CAM                                 |                 |                   |         | Marketing            | Jim Brodecki    | VIA E-mail | 6/29/05 |
| Manufacturing                       | Carlos Ventura  | VIA E-mail        | 5/18/05 | Cost Accounting      |                 |            |         |
| Industrial Eng.                     |                 |                   |         | Sales                |                 |            |         |
| Cost Accounting                     |                 |                   |         | Sourcing             |                 |            |         |
| Planning                            | Amber Sheeks    | <i>AS</i>         | 6-29-05 | National Service     | Rob Piette      | VIA E-mail | 5/18/05 |
| Quality Control                     |                 |                   |         | Logistics            |                 |            |         |
| Pkg. Engineer                       |                 |                   |         | Safety               | Len Pasieka     | DOSSI RD   | 7/13/05 |
| Plant Manager                       |                 |                   |         | Engineering Svc      | Jose G. E. A. N | VIA E-mail | 6/29/05 |
| <b>Engineering Document Control</b> | <b>Approval</b> | <b>Date</b>       |         | <b>ECO No:</b>       |                 |            |         |
|                                     | <i>Peterson</i> | 7/11/05           |         | E10995               |                 |            |         |

# GBC Engineering Change Order

Requested by:

ECO#

Page 2 of 2

| Line  | Part Number | Drawing No. | New Rel. | Item Status | Item Type | UM | Dwg. Size | Rev Ltr | Inter Chg. | Disposition Type Cost | Item Class | Planner Code | Buyer Code | Supplier Number | Supplier F/ Imanage Y/N | Country of Orig. | Commodity Code | Lead Time | Router Y/N | Effect Date |
|---|-------------|-------------|----------|-------------|-----------|----|-----------|---------|------------|-----------------------|------------|--------------|------------|-----------------|-------------------------|------------------|----------------|-----------|------------|-------------|
| 1   | 7703696     |             | Y        |             | P         | EA | B         | A1      | F          | See Below             | 9A         | 2            | C          | 17914           |                         |                  |                |           |            |             |
| Item Description: Lower Spacer, Die Set   |             |             |          |             |           |    |           |         |            | Ext. Description:     |            |              |            |                 | Supplier Name:          |                  |                |           |            |             |
| Release new Part Number & Print.  |             |             |          |             |           |    |           |         |            | 17914                 |            |              |            |                 |                         |                  |                |           |            |             |
| 2   | 7703662     |             | Y        |             | M         | EA | C         | A1      | F          |                       | 9A         | 2            | C          | -               |                         |                  |                |           |            |             |
| Item Description: Assembly, Die Set , C400e 20Sh  |             |             |          |             |           |    |           |         |            | Ext. Description:     |            |              |            |                 | Supplier Name:          |                  |                |           |            |             |
| Release new Part Number & Print - see attached BOM                                      |             |             |          |             |           |    |           |         |            |                       |            |              |            |                 |                         |                  |                |           |            |             |
| (BOM same as 7703634 - except: Delete:P/N 7703646 Replace:P/N 7703633 with P/N 7703696) |             |             |          |             |           |    |           |         |            |                       |            |              |            |                 |                         |                  |                |           |            |             |
| 3   |             |             |          |             |           |    |           |         |            |                       |            |              |            |                 |                         |                  |                |           |            |             |
| Item Description:   |             |             |          |             |           |    |           |         |            | Ext. Description:     |            |              |            |                 | Supplier Name:          |                  |                |           |            |             |
| 4   |             |             |          |             |           |    |           |         |            |                       |            |              |            |                 |                         |                  |                |           |            |             |
| Item Description:   |             |             |          |             |           |    |           |         |            | Ext. Description:     |            |              |            |                 | Supplier Name:          |                  |                |           |            |             |
| 5   |             |             |          |             |           |    |           |         |            |                       |            |              |            |                 |                         |                  |                |           |            |             |
| Item Description:   |             |             |          |             |           |    |           |         |            | Ext. Description:     |            |              |            |                 | Supplier Name:          |                  |                |           |            |             |

|  |             |  |          |             |                 |    |           |         |            |                       |            |              |            |                 |                        |                  |                |           |                |             |
|--|-------------|--|----------|-------------|-----------------|----|-----------|---------|------------|-----------------------|------------|--------------|------------|-----------------|------------------------|------------------|----------------|-----------|----------------|-------------|
| <b>GBC Engineering Change Order</b>            |             |  |          |             |                 |    |           |         |            | Requested by:         |            |              | ECO#       |                 |                        | Page of          |                |           |                |             |
| Line   | Part Number | Drawing No.                            | New Rel. | Item Status | Item Type       | UM | Dwg. Size | Rev Ltr | Inter Chg. | Disposition Type Cost | Item Class | Planner Code | Buyer Code | Supplier Number | Supplier F/Imanage Y/N | Country of Orig. | Commodity Code | Lead Time | Router Y/N     | Effect Date |
| 2  | 7703662     |  | Y        |             | M               | EA |           | A1      | F          |                       |            |              |            |                 |                        |                  |                |           |                |             |
| Item Description: Die Set Assembly, C400e 205h |             |  |          |             |                 |    |           |         |            | Ext. Description:     |            |              |            |                 | Supplier Name:         |                  |                |           |                |             |
| Component Number                               |             | Description - SEE ATTACHED MARKED BILL |          |             | Add / Chg / Del |    | Bubble #  |         | Old Qty    | New Qty               | Notes      |              |            |                 |                        |                  |                |           | Effective Date |             |
|  |             |  |          |             |                 |    |           |         |            |                       |            |              |            |                 |                        |                  |                |           |                |             |

BOM300D2-01 \*\*\*\*\* GBC BPCS V1.0 PRODUCTION \*\*\*\*\* PT0444DA 5/11/05  
 GBCAS001 7703662 B.O.M-FORMULA-RECIPE Inquiry Indented DXV0CA0 13:19:33  
 Parent 7703634 Facility M5 Method Effective  
 P300 DIE SET ASSY, C400e 205h Class 9A Lead Time 7  
 Standard Batch Size 1.000 Lot Size 1.000 On Hand .000  
 Formula/Drawing Number PROE Revision Number H1  
 Item Type M ECO# E10686  
 Bub

| Level | Component       | No. | Description            | U/M | Qty Required | Scrap  | Typ |
|-------|-----------------|-----|------------------------|-----|--------------|--------|-----|
| 1     | 7703534         | 20  | SPACER, UPPER.         | EA  | 1.000000     | 1.0000 | P   |
| 1     | 7703633 7703696 | 40  | LOWER SPACER, ELECTR.  | EA  | 1.000000     | 1.0000 | P   |
| 1     | 7703537         | 60  | PUNCH PIN, PB          | EA  | 19.000000    | 1.0000 | P   |
| 1     | 1907410         | 80  | SCR SLT HEX W/WSR 10   | EA  | 2.000000     | 1.0000 | J   |
| 1     | 1954103         | 90  | PIN 1/4-DIA X2IN LONG  | EA  | 2.000000     | 1.0000 | J   |
| 1     | 7703646         | 100 | SHIM, DIE SET          | EA  | 1.000000     | 1.0000 | P   |
| 1     | 1931508         | 110 | SPRING PIN HD .0105X.  | EA  | 19.000000    | 1.0000 | J   |
| 1     | 1931509         | 120 | SPRING PIN 3/32.       | EA  | 19.000000    | 1.0000 | J   |
| 1     | 7703583         | 130 | TRANSPORT SEPERATOR, D | EA  | .001000      | 1.0000 | P   |
| 1     | 7703525         | 140 | DIE PLATE KIT-NOPA PB  | EA  | 1.000000     | 1.0000 | P   |
| .2    | 7703543         | 10  | DIE PLATE, MIDDLE.     | EA  | 1.000000     | 1.0000 | 8   |
| .2    | 7703539         | 20  | DIE PLATE, TOP.        | EA  | 1.000000     | 1.0000 | 8   |
| .2    | 7703532         | 30  | DIE PLATE, BOTTOM.     | EA  | 1.000000     | 1.0000 | 8   |
| 1     | 7703719         | 150 | SHIPPING PAD 27-1/8X2  | EA  | .060000      | 1.0000 | P   |
| 1     | 9781413         | 160 | CARTON SYSTEM TWO      | EA  | .010000      | 1.0000 | P   |
| 1     | 6007004         | 170 | SHIP PALLET 25X31, HR  | EA  | .010000      | 1.0000 | P   |
| 1     | 1620077         | 180 | TOOL AMORT. P200, 300  | EA  | 1.000000     | 1.0000 | 6   |
| 1     | 6006052         | 190 | DESSICANT BAG          | EA  | .100000      | 1.0000 | P   |