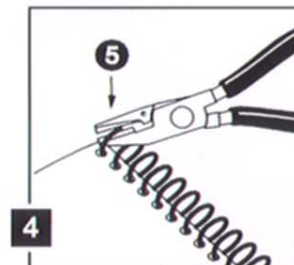
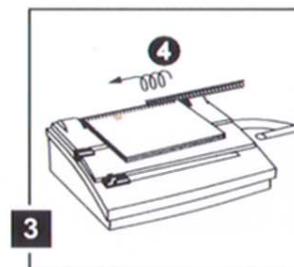
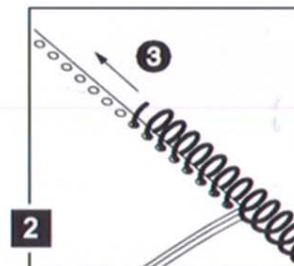
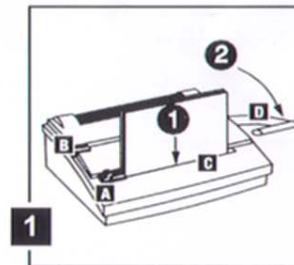


COILBINDC200



- (GB) *Instruction Manual*
- (F) *Mode d'emploi*
- (D) *Bedienungsanleitung*
- (I) *Manuale d'istruzioni*
- (NL) *Gebruiksaanwijzing*
- (E) *Instrucciones de servicio*
- (P) *Manual de Instruções*
- (S) *Bruksanvisning*
- (PL) *Instrukcja obsługi*
- (CZ) *Návod k obsluze*
- (HU) *Használati útmutató*
- (RU) *Руководство по эксплуатации*

GBC®



Set up

- Unpack carefully and place the **CoilBind C200** on a flat surface, ideally 74 cm from the floor. When lifting the machine, lift from the bottom. Do not carry the machine by the handle.
- Locate the C200 near to an electric socket.
- Follow all warnings and instructions marked on the product.



Warning: For your protection, do not connect the **CoilBind C200** to electrical power until you have read these instructions completely. Keep these instructions in a convenient location for future reference.

Safety instructions



Your safety as well as the safety of others is important to GBC. To guard against injury, the following basic safety precautions must be observed in the set-up and use of this product.

- Please use the **CoilBind C200** only for its intended purpose of punching and binding paper and covers according to the indicated specifications.
- Do not place anything in the punch opening of the machine other than paper and covers, or plastic coils upon the rollers.
- The **CoilBind C200** must be connected to the power source with a Class 2 Power Unit rated: Input 220-240 V ~ 50 Hz, 12 VA; Output 9 V === (DC), 500 mA.
- Unplug the **CoilBind C200** before moving it, or when it is not in use for an extended period of time.
- Do not operate with a damaged power unit supply cord or plug, after it malfunctions, or after it has been damaged in any manner.
- Do not overload electrical outlets beyond their capacity as this can result in fire or electrical shock.
- Do not alter the attachment plug. The plug is configured for the appropriate electrical supply.

- The unit is intended for indoor use only.
- Do not spill liquid of any kind on this product.
- Do not operate if the product has been exposed to rain or water.



CAUTION: THE POWER RECEPTACLE MUST BE LOCATED NEAR THE EQUIPMENT AND BE EASILY ACCESSIBLE.



CAUTION: IN EMERGENCY, USE THE POWER CORD AS A MAIN DISCONNECT DEVICE!



CAUTION: Unplug this product before cleaning. Wipe exterior only with a damp cloth. Do not use detergents or solvents.

The following symbols appear on this product, and their meaning is as follows:



Off

Power

Service

Do not attempt to service or repair the **CoilBind C200** yourself. Unplug the unit and contact an GBC or an authorized GBC distributor for any repairs.

Power unit selection

This product is intended to be supplied by an approved Class 2 power unit rated: Input 220-240 V ~ 50 Hz, 12 VA; output 9 V === (DC), 500mA.

Guarantee

Operation of this machine is guaranteed for one year from date of purchase, subject to normal use. Within the guarantee period, GBC will at its own discretion either repair or replace the defective machine free of charge. Defects due to misuse or use for inappropriate purposes are not covered under the guarantee. Proof of date of purchase will be required. Repairs or alterations

made by persons not authorised by GBC will invalidate the guarantee. It is our aim to ensure that our products perform to the specifications stated. This guarantee does not affect the legal rights which consumers have under applicable national legislation governing the sale of goods.

Getting started

- Push the handle onto the shaft on the right side of the machine.
- Align the flat spot of the handle with the flat part of the shaft and secure with a Flat Head Screwdriver.
- Firmly push the female end of the power cable into the power cord receptacle.
- Connect the plug to the socket, having checked first to ensure that the 'on/off' switch is in the 'off' position.

Settings adjustment

- 1 Set the Edge Guide (Fig 1, A) to the paper size guide, as marked on the machine.
- 2 To determine the correct coil size to use on your document slide the Binder Sizer open (Fig 1, B). Place the document, including the covers, behind Binder Sizer. Release the Binder Sizer and select the coil that corresponds with the size shown by the guide.

Punching paper

- 1 Collate the documents, make sure that the document is aligned correctly and insert the edge to be bound into punch throat (Fig 1, C). Jog the sheets until they are flush against the edge guide and the bottom of the punch throat. Hold the sheets in place with one hand.
- 2 To punch the paper, pull the Punch Handle (Fig 1, D) towards you. Pull all the way down to punch completely through the paper. Punches up to 20 sheets of 80 gsm paper at once. Punch only 2 clear covers at a time to prevent jams or excessive wear.

Feeding the coil onto the document

- 1 Start to feed the coil by hand into the first few holes in your document (Fig 2).
- 2 Hold the book firmly on both ends with your fingers just below the punched holes to prevent the pages from separating. Switch on the roller. Position the started coil, in the document, against the roller and hold in place while the roller spins the coil through the holes (Fig 3).

Crimping

- 1 To begin cutting and crimping, lay the document on a tabletop surface with the coil bound edge facing you.
- 2 Place the crimpers in your right hand with the red dot facing up (Fig 4).
- 3 Working on the right side of the document, place the mouth of the crimpers around the coil coming through the first hole in the document.
- 4 Quickly squeeze the crimper handles together to cut and crimp in one motion. It is not necessary to twist the crimpers.
- 5 Flip the document over and repeat steps 2 to 4 for the uncrimped end.
- 6 For left-handed operation, simply perform the crimping operation on the left end of the document with the red dot facing down.

Emptying the waste tray

Empty the waste tray after repeated use. Pull the tray gently towards you, to open.