

IM 3000 OPERATING INSTRUCTION

Your GBC Electric Image-Maker is a unique and easy to operate office machine. It is capable of punching and binding a wide variety of paper sizes yet compact enough to fit on any table or desk. The GBC Electric Image-Maker is lightweight and can easily be moved wherever it is needed.

Used in conjunction with the wide variety of GBC Plastic Bindings and Cover Sets, custom in-office binding becomes a practical reality for numerous applications. Almost anything previously clipped, stapled or paper clipped can now be professionally bound.

Your GBC Electric Image-Maker has been designed for ease of use. To insure that your finished product is the best it can be there are certain techniques and methods to follow that will improve your skill as an operator. These instructions will help you in developing your punching and binding efficiency. Read them carefully and become familiar with them.

NOMENCLATURE

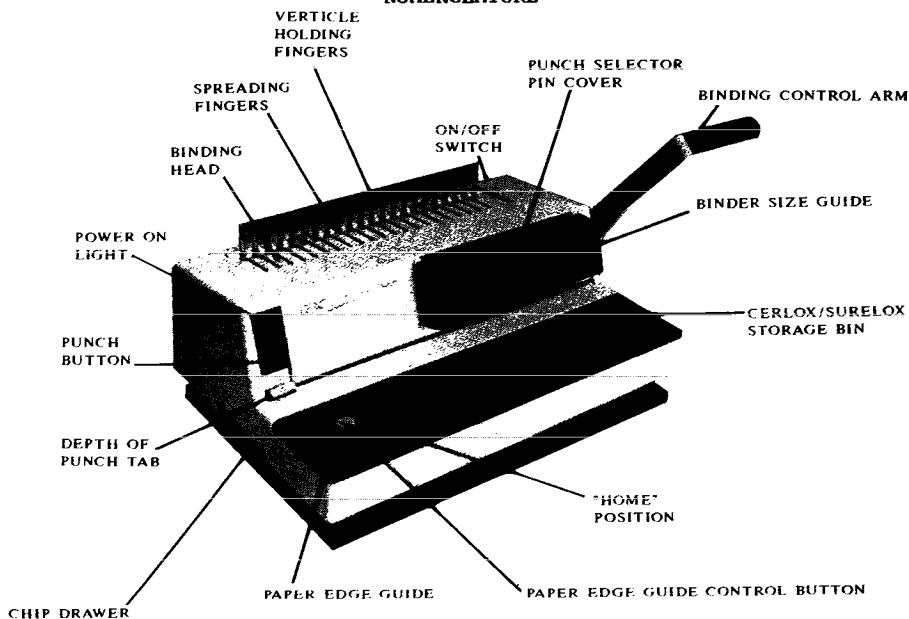


Figure 1.1

2.0 SPECIFICATIONS

Required Power Supply	Japan: 90/110 VAC 50/60 HZ Domestic: 105/127 VAC 60 HZ International: 198/264 VAC 50 HZ
Rated Current	Japan/Domestic: 1.5 Amperes International: 1.2 Amperes
Power Consumption	90/110 VAC, 50/60 HZ - 99 Watts (maximum) 230 VAC, 50 HZ - 160 Watts (maximum)
Motor	1/10 HP
Mode of Operation	Electric Punch Manual Bind
Punched Hole Configuration	1 to 21 holes, selection of 11 thru 21 punches
Punching Capacity	10 sheets, 20 lb. bond paper
Maximum Punching Length	12" (304.8 mm)
Punching Depth (margin)	Color zones shall indicate the corresponding plastic binder (Cerlox) size to be used as follows: Dark Blue 3/16" to 5/16" - 5mm to 10mm Light Blue 3/8" to 9/16" - 12mm to 14mm White 5/8" to 2" - 16mm to 50mm
Binding Capacity	3/16" (5 mm) through 2" (50 mm) Binder Ring Sizes
Case Material	Top Cover - Plastic, Base - Structural Foam
Agency listings & Certifications	CSA, MTI, SEMKO, TUV, UL, VDE,
Dimensions (machine only)	8 1/2" (233 mm) High, 18" (453 mm) Wide 12 1/2" (314 mm) Long
(machine w/ carton)	11" (279.4 mm) High, 18" (453 mm) Wide 21" (533.4 mm) Deep
Weight (machine only)	34 Lbs (15.3 kg)
(shipping)	40 Lbs (18 kg)

IMPORTANT

IM3000 OPERATING INSTRUCTION ADDENDUM

Section B. PUNCHING

After the paper is in position to be punched, push and quickly release the PUNCH/REVERSE button. If the button is pushed and not quickly released, the punch may operate incompletely and not punch the paper. Should this incomplete punch occur, push the PUNCH/REVERSE button again and quickly release it; the punch should operate correctly.

The IM3000 is designed for general office applications and is not intended for heavy duty usage. Its punching cycle rate of 6 punches per minute matches the punching speed of the average operator. Should the IM3000 be operated continuously at this rate for 15 minutes, discontinue punching for 15 minutes. If operation at this rate is continued for an extended time period, the punch may stop. Allow the punch to remain idle for at least 15 minutes while binding previously punched materials.

4.0 OPERATING INSTRUCTIONS

4.1 Punching Standard Size Paper

Punching is the first step in the process of binding a book. It is an important step. Attention to detail at this stage will result in a neat and attractively bound book. While enhancing the appearance, it will also simplify the binding operation and save time.

Before you punch an actual book, practice the punching and binding process using blank sheets of paper the same size as the pages of your book. This will help you determine the proper depth of punching, the number of holes you need to punch and the proper centering of the holes.

Unless otherwise noted, the instructions assume that you are using 8 1/2" x 11" paper and binding on the 11" long edge.

1. Depress the blue Paper Edge Guide Control Button (Figure 4.1) and slightly move the Paper Edge Guide sideways until it clicks into place in its "Home" position. The Edge Guide is in the "Home" position when the words "Paper" or "Cover" align with the 11" notation on the Cerlox Storage Bin Cover (as shown in Figure 4.1).
2. Rotate the Paper Edge Guide so that it clicks in place in the "Home" position with the word "PAPER" facing the right side of the machine.
3. Lift up the Punch Selector Pin Cover. Pull out the last 2 pins (numbers 20 & 21) on the right side. This will set the machine so that 19 holes will be punched (the correct number for 8 1/2" x 11" paper).

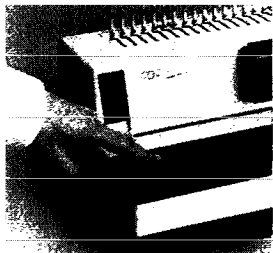


Figure 4.1

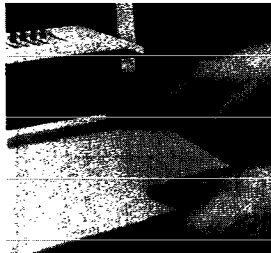


Figure 4.2

4.0 OPERATING INSTRUCTIONS

4.1 Punching Standard Size Paper (Continued)

4. Place your unpunched book, covers included, under the Binder Size Guide and push the Binder Size Guide straight down until it contacts the top cover of your book (Figure 4.2). A color coded scale will be exposed. The top edge of the slide will reveal a series of binder selection zones (the distance between 2 black lines). To read the Binder Size Guide and insure using the proper binding element, look at the diameter size immediately above the slide. This is the binding element you should use. When the top of the Binder Size Guide falls on a line, use the next size larger binding element.
5. The color code revealed in step 4 will also indicate the recommended distance from the edge of the paper to the punched hole. Simply note the "Color" zone at the top edge of the slide and move the Depth of Punch Tab in or out to the color indicated (Figure 4.3).

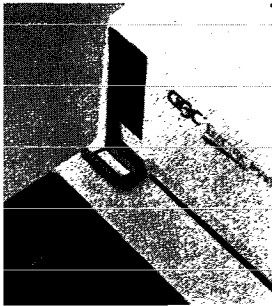


Figure 4.3

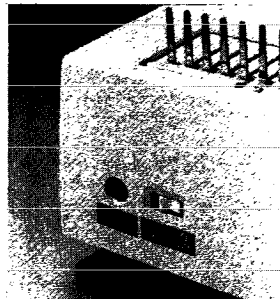


Figure 4.4

6. Locate the Main Power Switch at the lower rear, right hand side of the machine (see Figure 4.4). Push the Main Power Switch to the "ON" position. The yellow Power "ON" Indicator Light, located on the front left side of the machine, will illuminate indicating the machine is "ON" and ready for use.

4.0 OPERATING INSTRUCTIONS

4.1 Punching Standard Size Paper (Continued)

7. Test your settings by inserting the long edge of a blank sheet of 11" paper into the throat opening of the punch. Check to insure the test sheet is inserted evenly and is flush against the Paper Edge Guide. Depress the Black Punch Actuator Button located directly below the Yellow Power "ON" Indicator Light. The machine will complete a punch cycle and stop (see Figure 4.5).

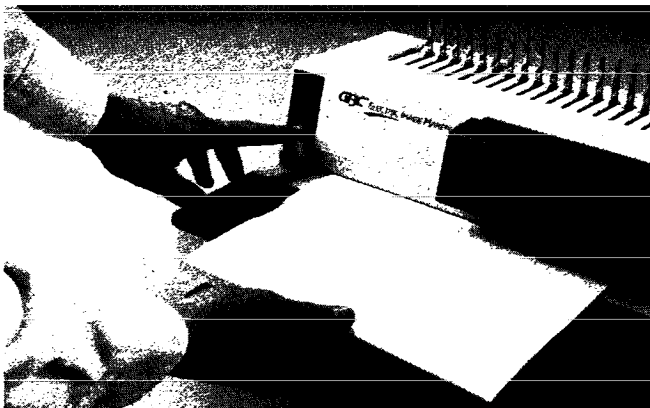


Figure 4.5

8. If there are any unpunched holes in your paper, lift the Punch Selector Pin Cover and check that all pins except numbers 20 & 21 are pushed in and engaged. Also check that the Paper Edge Guide is locked in the 11" "Home" position.
9. Insert from 10-13 sheets of paper in the throat opening of the punch and continue punching operation until you have completed all the pages of your book.

NOTE: The number of sheets that can be punched at one time can vary from 10-13. The number is a function of the weight and finish of the paper and the line voltage available from your electrical outlet. Should you attempt to punch too many sheets of paper GBC's unique JAM-STOPPER feature will electronically sense any jams before they occur. When this happens the punch cycle will reverse. Withdraw the paper from the punch throat and reduce its thickness before attempting to punch again.

4.0 OPERATING INSTRUCTIONS

4.2 Punching Extended Covers

Books that have "Flush" covers (same size as the internal sheets) can be punched along with the internal sheets without change to the Paper Edge Guide setting. "Extended" covers, those slightly larger than the internal sheets in width or length must be punched separately by adjusting the machine as follows:

1. Depress the blue Paper Edge Guide Control Button and rotate the Paper Edge Guide so the word "COVER" faces the right side of the machine (Figure 4.6). Be sure that the Paper Edge Guide locks into the "Home" 11" position.
2. The remainder of the steps are the same as described in "PUNCHING" steps 7 and 8.

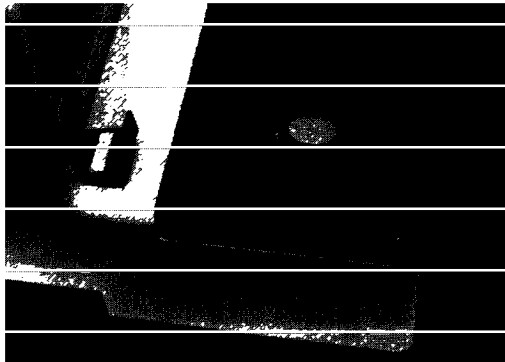


Figure 4.6

4.3 Punching Books with Binding Edge of Less than 6"

1. If the binding edge of your book is less than 6" you should move the Paper Edge Guide to the right until the word "PAPER" is aligned with the first Punch Selector Pin (Figure 4.7).
2. Use Table 1 to determine how many holes you should punch in your paper.
3. Lift the Punch Selector Pin Cover. Starting with the first pin at the left, count the number of pins to the right equal to the number of holes you should punch. Push in all of the pins you counted.

4.0 OPERATING INSTRUCTIONS

4.3 Punching Books with Binding Edge of Less than 6" (Continued)

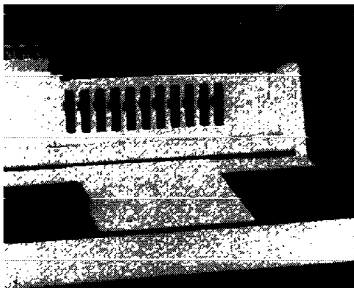


Figure 4.7

4. Pull out all pins to the right of the last pin you counted. (When you pull out a Punch Selector Pin, the punching die is disengaged so there will be no hole punched in that location.)
5. Insert a blank sheet of paper the same size as the sheets of your book into the throat opening to test your settings. Check to insure that the test sheet is inserted evenly and is flush against the Binder Edge Guide before punching. Punch this sheet.
6. Remove the sheet and fold it in half to check that the holes line up properly (Figure 4.8).
7. If the holes do not align properly with equal space above the end holes, adjust the Paper Edge Guide by moving it slightly to the right or left. Repeat steps 6, 7 until the holes align properly.
8. Insert from 10-13 sheets of paper in the throat opening of the punch and repeat step 5 until you have punched all the pages of your document.

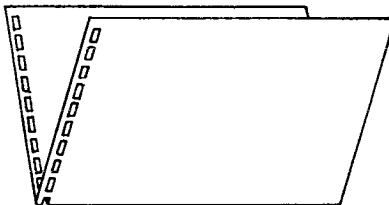


Figure 4.8

4.0 OPERATING INSTRUCTIONS

4.4 Punching Books with Binding Edge of 6" or More

1. If the binding edge of your book is 6" or more, move the Paper Edge Guide until it clicks into place in the "Home" position.
2. Use Table 1 to determine how many holes you should punch in your paper.
3. Before engaging the Punch Selector Pins, you should realize that there are 10 punching dies inside the machine to the left of the Punch Selector Pins that are always engaged and will always punch paper.
4. Lift the Punch Selector Pin Cover. You will see a series of raised numbers (11 through 21) below the punch selector pins. These numbers correspond to the punching dies in the machine. Starting with the first pin at the left (number 11), count the number of pins to the right equal to the number of holes you should punch. Push in all of the pins you counted.
5. Pull out all other pins to the right of the last pin you counted. (When you pull out a Punch Selector Pin, the punching die is disengaged so there will be no hole punched in that location.)
6. Insert a blank sheet of paper which is the same size as the sheets of your book into the throat opening to test your settings. Check to insure the test is inserted evenly and is flush against the Binder Edge Guide before punching. Punch this sheet.
7. Remove the sheet and fold it in half to check that the holes line up properly (Figure 4.8).
8. If the holes do not align properly with equal space above the end holes, adjust the Paper Edge Guide by moving it slightly to the right or left. Repeat steps 7, 8 and 9 until the holes align properly.
9. Insert from 10-13 sheets of paper in the throat opening of the punch and repeat step 6 until you have punched all the pages of your document.

4.0 OPERATING INSTRUCTIONS

4.5 Punching Non-Standard Sheet Sizes

Your GBC Electric Image-Maker has been designed to allow you to punch a variety of book sizes. You can punch from a 3 ring book up to a 21 ring book.

Measure the binding edge of the book to be bound. The following table will tell you how many holes to punch and the number of rings the binding element should have.

Sheet Length	Number of Rings/Holes	Sheet Length	Number of Rings/Holes
2 "	3	7 "	12
2 1/2 "	4	7 1/2 "	13
3 "	5	8 "	14
3 1/2 "	6	8 1/2 "	15
4 "	7	9 "	16
4 1/2 "	8	9 1/2 "	17
5 "	9	10 "	18
5 1/2 "	10	10 1/2 "	18
6 "	10	11 "	19
6 1/2 "	11	11 1/2 "	20

4.0 OPERATING INSTRUCTIONS

4.6 Punching Guidelines for Cover Materials

The number of covers, like the number of sheets of paper, that can be punched at one time can vary. The number depends on the weight and finish of the cover material plus the line voltage available from your electrical outlet.

Listed below are capacity guidelines to use when punching GBC cover stock on your Electric-Image Maker.

<u>GBC</u>	<u>Cover Material</u>	<u>Capacities</u>
#101	Beauty Gloss	3-4 sheets
#103	Sturdy Grain	4-5 sheets
#104	Linen	4-5 sheets
#315	Leatherette	2-3 sheets
#415	Regency	2-3 sheets
#202	Plasticlear	2 sheets
#203	Sheet Protectors	1 sheet
#204	Heavyweight Vinyl Protector	0
#213	Polypropylene Protector	0

Should you attempt to punch too many covers GBC's unique JAM-STOPPER feature will electronically sense any jams before they occur. When this happens the punch cycle will reverse. Withdraw the covers from the punch throat and reduce its thickness before attempting to punch again.

4.0 OPERATING INSTRUCTIONS

4.7 Binding

1. Select the correct size binding element as outlined in Step 4 of the section entitled "PUNCHING STANDARD SIZE PAPER".
2. Place the correct size Cerlox binding element on the back side of the Binding Head behind the Vertical Holding Fingers. The plastic rings will be held between the Vertical Holding Fingers. Be sure the open side of the binding element is on top and facing you. Also check that the entire length of the binding element is in contact with the back surface of the Vertical Holding Fingers (Figure 4.9).
3. Slowly pull the Control Arm toward you to open the binding element. With binding elements $\frac{3}{4}$ " of less, you should open the binding element so the space is approximately equal to the thickness of the book you are binding.

IMPORTANT: Do not open the binding element to the point where the fingers are flat, or nearly flat on the Binding Head.

With binding elements $\frac{3}{4}$ " and larger, you should open the Spreading Fingers all the way by pulling the Control Arm forward as far as it will go.

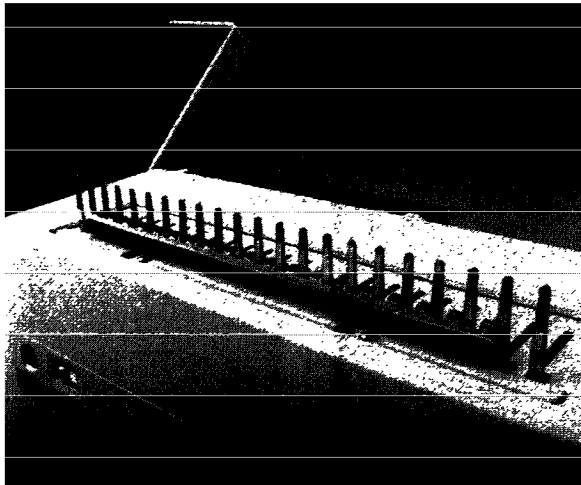


Figure 4.9

4.0 OPERATING INSTRUCTIONS

4.7 Binding (Continued)

4. Pick up a punched book. Holding the book firmly in your left hand WITH YOUR FINGERS ON THE BACK COVER OF THE BOOK AND YOUR THUMB ON THE FRONT COVER, insert the punched book vertically into the area of the open rings of the binding element (Figure 4.10). THE FRONT COVER SHOULD ALWAYS FACE YOU when book is in the vertical position. Align the holes in the book with the tips of the plastic rings. Rotate the book toward you and down to allow the rings to enter the punched holes of the book.

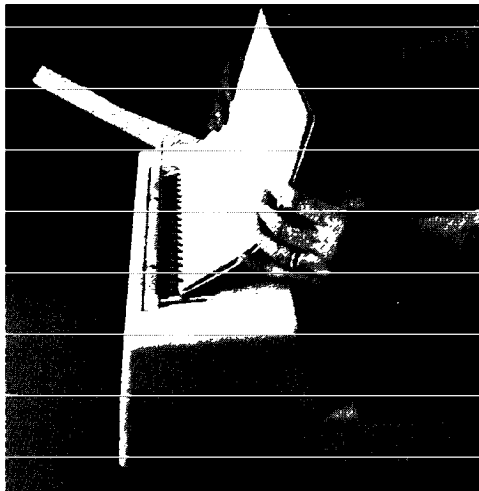


Figure 4.10

5. Slightly shift the book left and right to allow all plastic fingers of the binding element to pass completely through the book. (It may be necessary to slightly move the Control Arm if the fingers do not reach through the book.) Check to make sure the tops of all plastic fingers are protruding through the back side of the book.
6. Push the Control Arm backward to the upright position. Lift straight up to remove the bound books from your Electric Image-Maker.

4.0 OPERATING INSTRUCTIONS

4.8 Adding or Deleting Pages

To add or delete pages from a bound book, place the book with its front cover downward on the binder, allowing the Vertical Holding Fingers to enter the spaces between the binding element rings. Be sure the entire length of the binding element is in contact with the surface of the binder. Pull forward on the Control Arm to open the rings enough to allow the required sheets to be removed. Add the new sheets, return the Control Arm to the upright position, and lift straight up to remove the book from the Vertical Holding Fingers.

4.9 Removing Punch Waste

To remove punching waste, pull the chip tray drawer to the left and remove from the base of the machine. Empty the paper chips and replace the drawer.

4.10 Cerlox Storage Bin

Your GBC Electric Image-Maker is equipped with a convenient storage bin. Lift the black cover at the front of the machine for easy access to your binding elements.

You will notice there is also an Operating Sequence Decal placed inside the storage bin. This decal will serve as a quick reference when you need a refresher course on punching and binding.

4.11 Special Attachments

Included in the Cerlox Storage Bin of each Electric Image-Maker are two aluminum posts. The use of these posts with your Electric Image-Maker is necessary for efficient binding with 1 1/4-inch and larger oval Surelox Plastic Binding Elements.

To install the two Posts included with your GBC Electric Image-Maker, first remove the two screws directly behind the Upright Holding Fingers. Then, screw the Posts in their place.

You are now ready to proceed with your binding job. In operation the two aluminum Posts will support the oval Surelox Plastic binding elements and prevent them from sliding up and over the top of the Upright Holding Fingers.

NOTE: The two aluminum Posts are intended for use only with 1 1/4-inch and larger oval Surelox Plastic Binding Elements. It will be necessary to remove the Posts when binding with the other types of GBC Plastic Bindings.