

FRANÇAIS

DOCUBIND P100 PREMIER DESSIN

1. Encoffrez la poignée (A) sur la ligne de reliure.
2. Saisissez la poignée avec le tournevis. Raccourcissez avec le couteau (B).

RÉGLAGE FORMAT

1. Réglez le guide latéral (C) en fonction du format du document à relier (11" pour le format papillon 19 anneaux, 11 1/4" pour le format couverture 19 anneaux, A4 pour le format 21 anneaux).

DESSIN PERFORATION

1. Tirez soigneusement les feuilles ou les couvertures et introduisez le cône à perforer dans la gorge de la perforation (D).
2. Positionnez les couvertures contre le guide latéral et à l'intérieur de la gorge de perforation.

DESSIN PERFORATION DES

3. Pour perforer, abaissez la poignée vers vous. La feuilles et couvertures: capacité de perforation est de 12 feuilles de papier de 80 g/m² maximum. Ne percez qu'un seul jeu de transperçants à la fois pour éviter les blocages et l'usure prématurée de l'appareil.

DESSIN CHOIX DE LA RELIURE

1. Placez votre document, couvertures incluses, sous le anneau

- plastiques/guide d'épaisseur de reliure (E).
2. Abaissez le collecteur et choisissez une reliure anneaux plastiques (F) correspondante à l'épaisseur indiquée sur le guide - la capacité de reliure est de 300 feuilles maxi. Pour perfectionner votre reliure, sélectionnez une couverture G.B.C. assortie au coloris de la reliure anneaux plastiques.

DESSIN RELIURE

1. Positionnez la reliure anneaux plastiques sur le support (G).
2. Repoussez la poignée jusqu'à ce que l'ouverture de la reliure anneaux plastiques soit suffisante pour insérer votre document.
3. Introduisez votre document, couverture dessous, dans les anneaux de la reliure plastique. Pour les documents épais, introduisez les feuilles en plusieurs paquets jusqu'à ce que le document soit complet.
4. Tirez la poignée vers vous pour reformer la reliure.
5. Votre reliure est terminée!

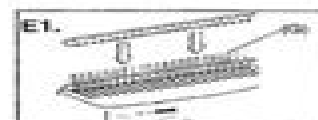
DESSIN TIRER À CONFETTES

1. Videz régulièrement le tiroir à confettis situé sous l'appareil.

GBC Operating Instructions

DOCUBIND P100 BINDING SYSTEM

One GBC Plaza
Northbrook, IL 60062-9634



ESPAÑOL

PARA EMPEZAR:

- 1) Engrape el asa (A) hacia la barra de encuadernación.
- 2) Asegure el asa con un destornillador. Tape con un casqueto (B).

DETERMINE EL ANCHO:

- 1) Ajuste la guía de borde (C) al tamaño del papel que desea encuadernar (11" - tamaño carta 19 anillos, 11 1/4" -tapa tamaño mayor 19 anillos, DIN A4 - 21 anillos).

PERFORACIÓN:

- 1) Alinear las hojas o tapas e insertar el cono a encuadernar en el orificio de la perforadora (D).
- 2) Poner las tapas que toquen el borde de la guía y hasta el fondo de la perforadora.
- 3) Para perforar, tire del asa hacia usted y hacia abajo. Perforar un máximo de 12 hojas de 80g de una vez. Perforar sólo un juego de tapas a un tiempo para reducir los atascos y excesivo desgaste.

DETERMINE EL TAMAÑO DEL PERNE DE ENCUADERNACIÓN:

- 1) Coloque el documento incluyendo tapas bajo el tamaño del encuadernador (E).
- 2) Suelte el encuadernador del encuadernador y seleccione un elemento de encuadernación por perno (F) en base al tamaño que muestra la guía - encuaderna documentos con un

máximo de 300 páginas. Para obtener los mejores resultados, use siempre tapas de la marca GBC con pernos de encuadernación en color GBC coordinados.

ENCUADERNACIÓN:

- 1) Coloque el elemento de encuadernación detrás del soporte del conductor (G).
- 2) Devuelva el asa a la posición original hasta que se abra el elemento de encuadernación por perno lo suficientemente como para insertar el documento.
- 3) Coloque el documento, tapa de cara hacia abajo, por las uñas del elemento de encuadernación abiertas, repita para documentos más grandes según necesidad.
- 4) ¡Ahora ha completado su presentación escrita!

VACÍE LA BANDEJA DE VIRUTAS:

- 1) Vacíe la bandeja de virutas (H) que se encuentra debajo de la máquina después de su uso repetido.

SERVICIO DE MANTENIMIENTO:

- 1) En el supuesto de que DocuBind P100 necesite un servicio de mantenimiento, contacte con su proveedor.

ENGLISH

A. GETTING STARTED

1. Push the handle (A) onto the binding rod.
2. Secure handle with screwdriver (B).

B. DETERMINE WIDTH:

1. Set edge guide (C) to size paper you wish to bind (11"-19 ring letter size, 11 1/4" Cover-19 ring oversized cover, A4-21 ring).

C. PUNCHING:

1. Align sheets or cover and insert edge to be bound into punch throat (D).
2. Set covers flush against edge guide and back of punch throat.
3. To punch, pull handle towards you and down. Punches up to 12 sheets of 20 to 80 gram paper at once. Punch only one cover set at a time to minimize jams and excessive wear.

D. DETERMINE COMB SIZE

1. Place document including covers under binder slider (E).
2. Depress the binder slider and select a comb binding element (F) based on size shown by guide- binds documents up to 300 pages. For best results, always use GBC brand

covers with GBC color coordinated binding combs.

E. BINDING:

1. Place comb binding element behind comb holder (G).
2. Push the handle back until the comb binding element opens sufficiently to insert your document.
3. Thread document, front cover facing down, over open binding element fingers. Repeat for large documents as required.
4. Pull the handle towards you closing binding element.
5. Your written presentation is now complete! Remove book by lifting upward.

F. EMPTY CHIP TRAY:

1. Empty chip tray (H) located under machine after repeated use.

G. SERVICE:

Should your DocuBind P100 require service contact GBC at: GBC, One GBC Plaza Northbrook, IL 60062-9634 1-800-790-7787 <http://www.generalbinding.com/top>

Owners Manual Docubind P100

Chao Zhang



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