

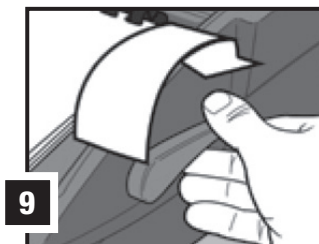
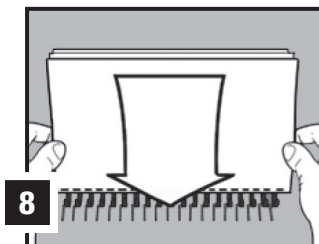
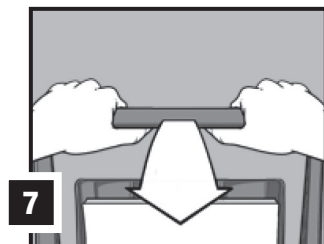
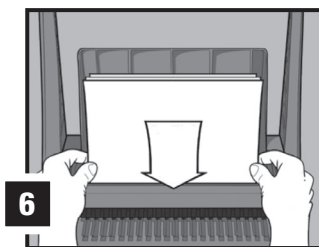
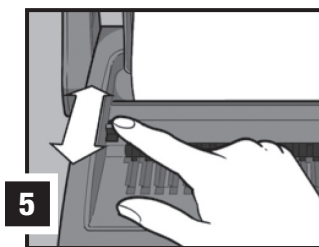
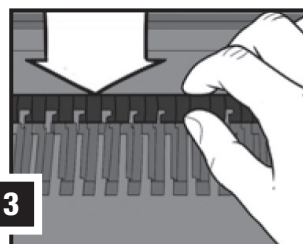
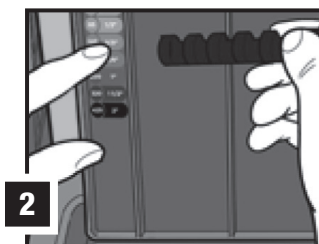
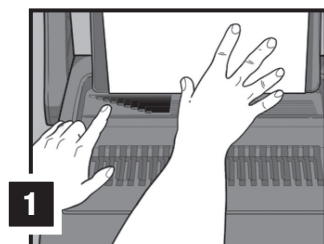


ATTENTION

To register and activate  
the warranty go to  
**[www.gbceurope.com](http://www.gbceurope.com)**

## **CombBind® A<sup>25</sup>**

*Instruction Manual*



## Specifications

	<b>GBC® CombBind® A25</b>
<b>Max. width of paper</b>	Letter, DIN A4 – 297mm
<b>Punching capacity paper</b>	Max. 25 sheets (80gsm)
<b>Punching capacity, plastic covers</b>	Max 2 sheet, 0.2mm each
<b>Net weight</b>	9.8 kg
<b>Dimensions (W x D x H)</b>	465x405x150mm

Subject to technical changes without prior notice.

## Special notice

Thank you for choosing a GBC® Binding Machine. We aim to produce quality binding machines at an affordable price, with many advanced features to enable you to create excellent results every time. Before using your machine for the first time, please take a few minutes to read through this guide.

## Maintenance

Please ensure that the clippings tray is emptied on a regular basis. This will prevent blockage and ensure that the unit is always ready to punch. The clippings tray can be accessed from the side of the machine.

In order to prevent overloading never try and punch more than the maximum numbers of sheets recommended (25 sheets of 80gsm). The unit is maintenance free if handled correctly.

## Service

Contact an authorised GBC® service representative for any required repairs.

## Safety instructions



YOUR SAFETY AS WELL AS THE SAFETY OF OTHERS IS IMPORTANT TO ACCO BRANDS EUROPE. IN THIS INSTRUCTION MANUAL AND ON THE PRODUCT ARE IMPORTANT SAFETY MESSAGES. READ THESE MESSAGES CAREFULLY.

## Helpful hints

For maximum productivity follow stages 6 to 9 starting with your front cover, then your paper sheets (25 at a time) and finishing with the back cover.

For best results always use GBC® brand covers with GBC® colour-coordinated binding combs.

The binding comb can be opened and closed again at any time to replace or add individual sheets (see step 4).

## How to bind

### 1 Measure document using colour coded guide (fig.1)

Open the lid of the machine and rest your document (including any cover sheets you have chosen) against the lid on the 'staging' area provided. Gently push the document back against the lid and check the document size using the colour coded guide on the staging area. You can leave your document on the staging area in readiness to punch.

### 2 Select comb which fits your document (fig.2)

Use the comb size guide to select the size of comb that fits your document i.e. 25 sheet document = 6mm comb.

### 3 Load comb onto machine (fig.3)

Insert the binding comb next to the white positional arrow on the machine, behind the metal comb support fingers, with the open side of the comb pointing upwards.

**Note:** If using GBC® ProCombs™ the white arrow on your comb should align to the white arrow on the machine.

### 4 Open comb by turning lever towards you (fig.4)

The coloured arrows adjacent to the opening comb act as a guide as to how far to open in order to allow punched sheets to be easily inserted.

**Note:** If using GBC® ProCombs™ the coloured line on your comb should align to the coloured arrows on the machine for faster binding.

### 5 Select document size (fig.5)

Adjust the edge guide button to select the paper / cover size you wish to bind; A4 (297mm x 210mm) or Letter (215mm x 279mm) When using oversized covers, select the oversize position, punch the covers for your document and set aside. Then select either A4 or Letter and proceed.

### 6 Load pages into slot (fig.6)

You can punch 2 cover sheets (PVC /240gsm Card only - other materials x 1 sheet) or up to 25 sheets of paper (80gsm) at a time.

**Using the conventional method:** Select the quantity of sheets to punch and tap the edge of the sheet stack against the staging area to ensure that all sheets are aligned. Place the stack to be punched directly into the punching slot and slide to the left until it comes to rest against the edge guide. Your sheets will now be perfectly aligned. Let go of the sheets and grasp the punch handle with both hands.

### Using the gravity fed paper count method for increased productivity:

Pull forward your document (or a stack of sheets from your document) from its resting position against the lid. Continue until it meets the wall in front of the punch slot. Relax your grip on the document or stack and the first 25 sheets will fall directly into the punching slot. Return the sheets not engaged in the punch slot back to a resting position against the lid. Slide the sheets in the punching slot to the left as far as they will go. Your sheets will now be perfectly aligned. Let go of the sheets and grasp the punch handle with both hands.

### 7 Punching the document (fig.7)

Punch pages by pulling handle down, then lift the handle back to the vertical position and remove the punched sheets. **Note:** To prevent jams do not attempt to punch more than two cover sheets at a time. (PVC /240gsm Card only, other materials x 1 sheet)

### 8 Assemble pages onto open comb (fig.8)

Remove the sheets from the punch slot and insert onto the fingers of the binding comb.

### 9 Repeat process as required

Repeat stages 6-8 until your document is fully loaded on the comb.

### 10 Close (fig.9)

Close comb and remove document.

Register this product online at [www.gbceurope.com](http://www.gbceurope.com)

## Service

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