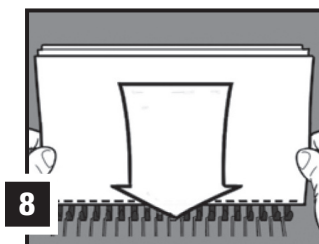
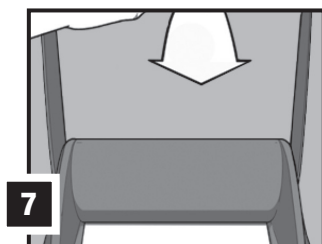
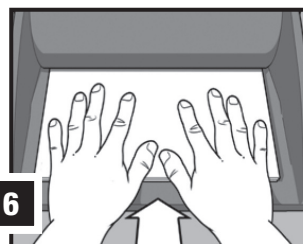
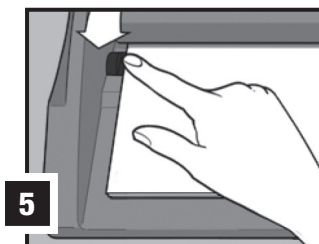
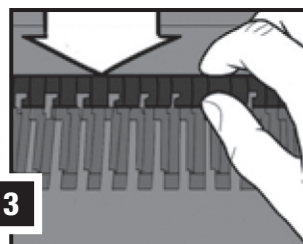
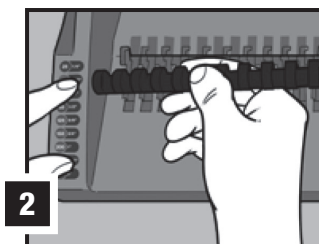




To register and activate
the warranty go to
www.gbceurope.com

CombBind® A²⁰

Instruction Manual



Specifications

	GBC® CombBind® A20
Max. width of paper	Letter, DIN A4 – 297mm
Punching capacity paper	Max. 20 sheets (80gsm)
Punching capacity, plastic covers	Max 2 sheets, 0.2mm each
Net weight	5.2 kg
Dimensions (W x D x H)	380x330x130mm

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 back of the machine.

In order to prevent overloading never try and punch more than the maximum number of sheets recommended (20 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

Place front covers finish side down on the open comb and the back covers finish side up.

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).

Register this product online at www.gbceurope.com

How to bind

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

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

Use the table to choose a suitable comb size. Please note that this guide is based on 80gsm paper. The sheet capacity of combs will vary depending on the type and thickness of the cover sheets you have chosen. If in doubt select the next comb up in capacity.

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)

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

6 Load pages into slot (fig.6)

You can punch 2 cover sheets (0.2mm) or up to 20 sheets of paper (80gsm) at a time. Select the quantity of sheets to punch and tap the edge of the sheet stack against a flat surface to ensure that all sheets are aligned. Push the side of the stack to be punched into the punching slot as far as it will go, and slide left to align with the edge guide.

7 Punch pages by pulling handle down (fig.7)

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 one cover sheet at a time.

8 Combine pages with 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.

Service

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