

# ***Docubind P200***

## Instruction Manual

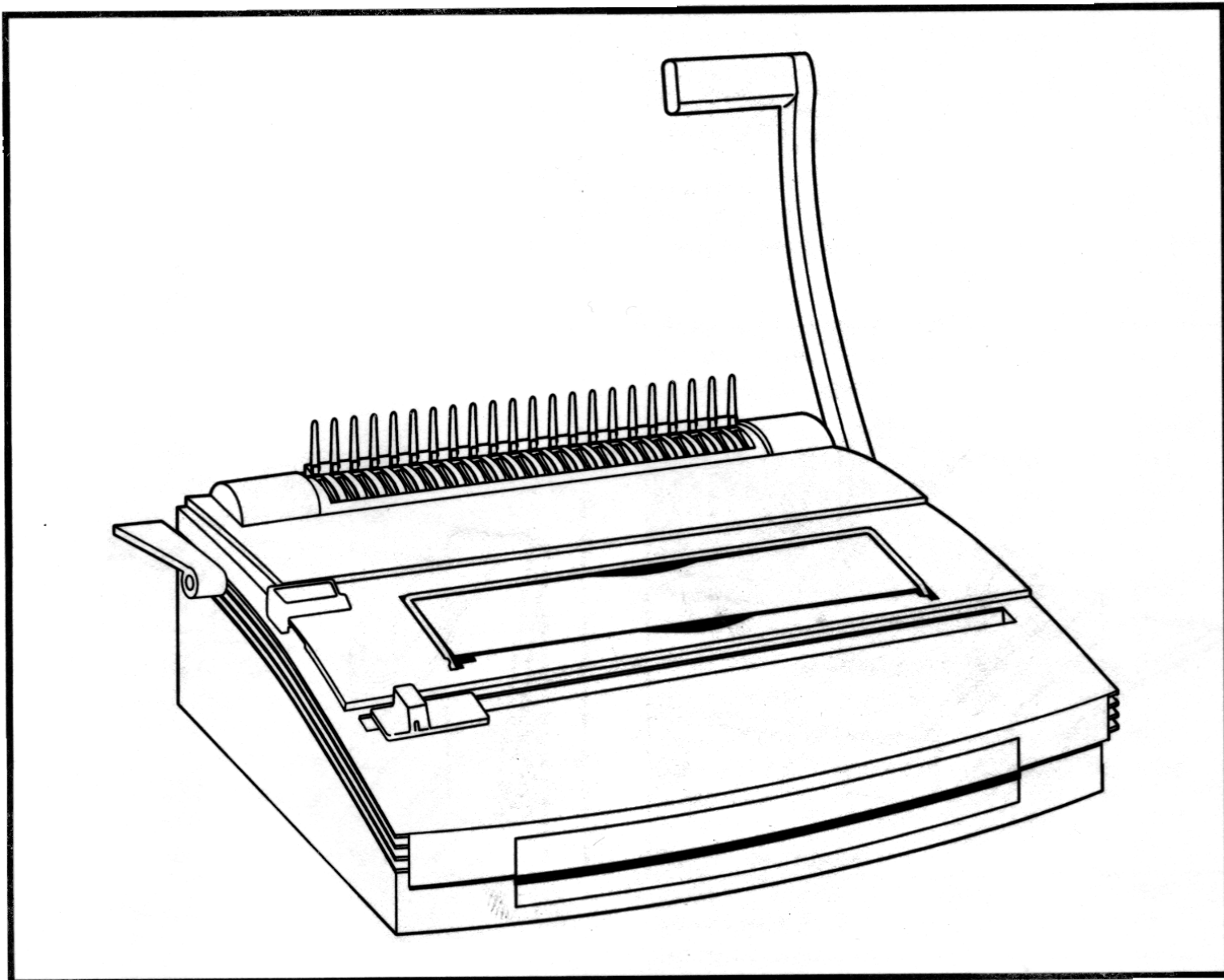


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**DOCUBIND P 200**  
 BINDING SYSTEM



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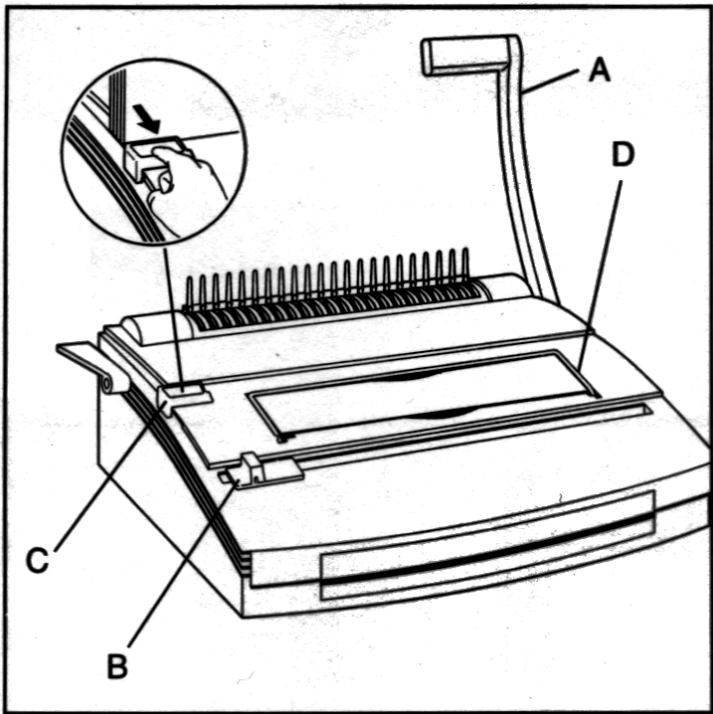


Figure 1

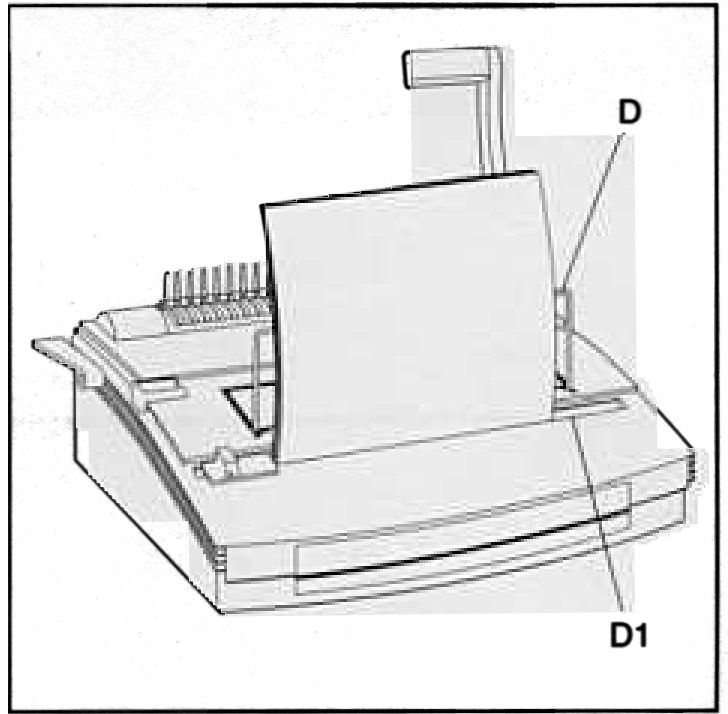


Figure 2

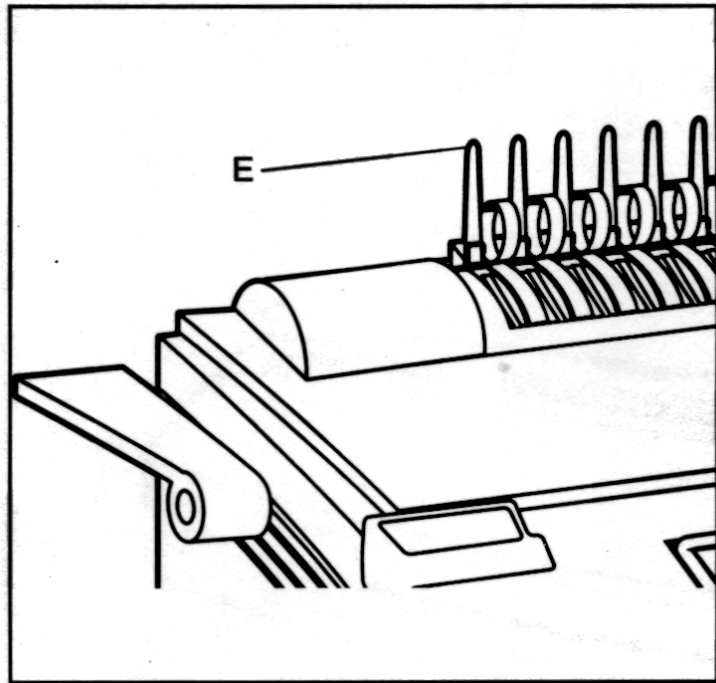


Figure 3

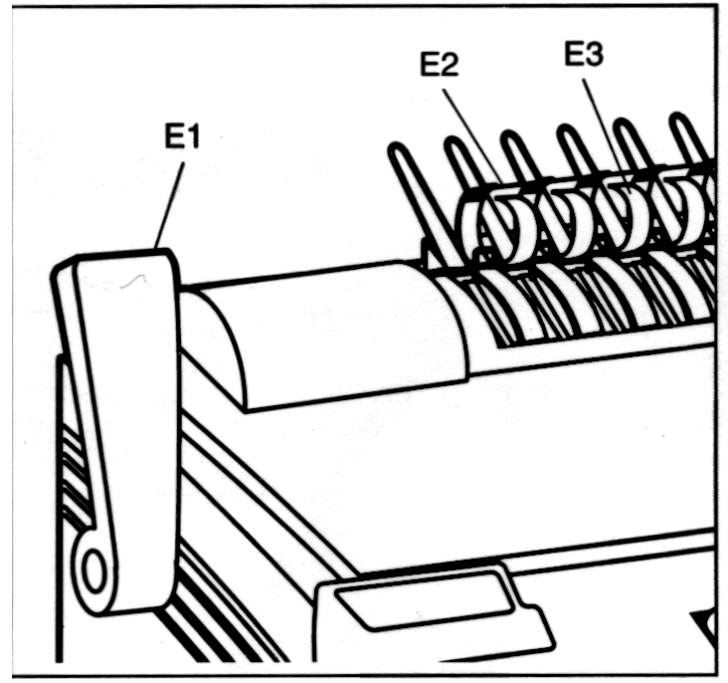


Figure 4

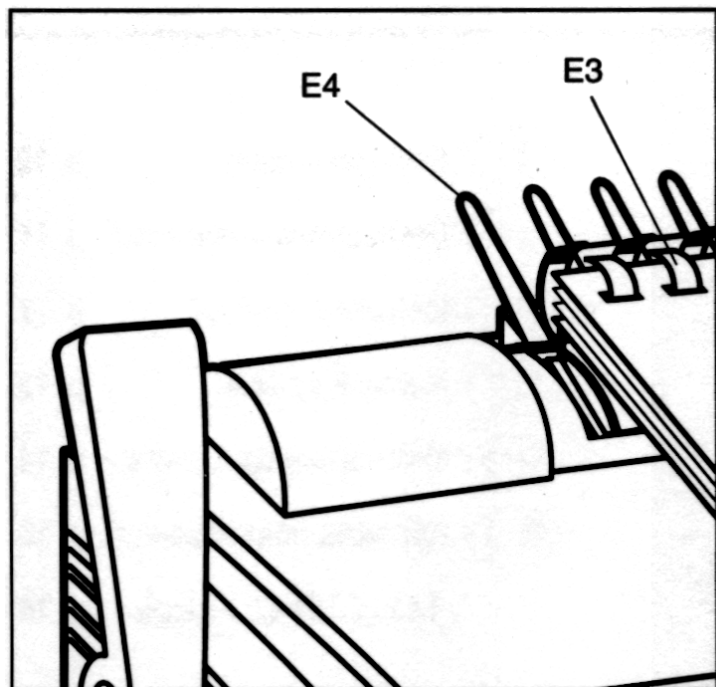


Figure 5

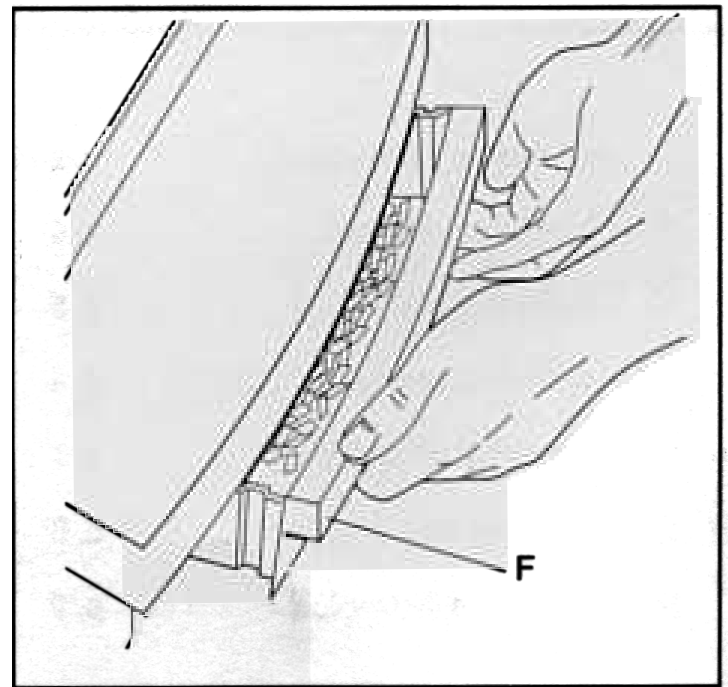


Figure 6

## GENERAL SAFEGUARDS

- Use the DocuBind P200 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 cover stock.
- Place unit on a secure, stable work area to prevent the machine falling and possibly causing personal injury and damage to the unit.
- Follow all warnings and instructions marked on the product.
- Lift the machine from the bottom, not the cover.
- Do not lift the machine by the cover or paper holder wire.

*Thank you for purchasing the GBC DocuBind P200. This system features our new exclusive Radial Bind design. This design enables you to assemble your document as you punch, making it easier to load paper onto the binding comb than previous systems! The DocuBind P200 advanced punching technology also makes it easier to punch more paper at once while providing greater reliability.*

### A. GETTING STARTED

1. Push the handle (A) onto the punching shaft located on the right side of the machine (see figure 1). Align the flat spot of the handle with the flat of the shaft.
2. Secure handle with screwdriver.

### B. DETERMINE SHEET WIDTH

1. Set Edge Guide (B) to paper size you wish to bind (11", 8-1/2" letter size, 11-1/4" oversized cover, A4 ring, A5, Japan A4) (see figure 1). When using oversized covers, set the Edge Guide on Covers, punch all of the covers for your job and set aside. Move the Edge Guide back to the 11" setting to punch your contents then bind.

### C. DETERMINE PLASTIC COMB SIZE

1. Slide the Binder Sizer open (C) (see figure 1).
2. Place document including covers behind Binder Sizer.
3. Release the Binder Sizer and select the comb binding element that corresponds with the size shown by guide. Only comb sizes up to 1" (25 mm) are shown. Your DocuBind can bind documents up to 425 sheets, or 2" (50 mm) comb size. For best results, always use GBC brand covers with GBC color-coordinated binding combs.

### D. PUNCHING PAPER (see figure 2)

1. Lift the Wire Paper Support (D) into place, optional.
2. Align sheets or covers and insert edge to be bound into punch throat (D1).
3. Jog the sheets until they are flush against the edge guide and the bottom of the punch throat. Allow the paper to rest against the Wire Paper Support, or, you may prefer to hold the sheets in place with one hand.
4. To punch, pull the Punch Handle (A) toward you. Pull all the way down to punch completely through the paper. Punches up to 25 sheets of 20 lb./80 gram paper at once. Punch only TWO clear covers at a time to prevent jams and excessive wear.

### E. BINDING

1. Place Plastic Comb Binding Element behind the Vertical Comb (E) with open portion of element facing you (see figure 3).
2. Rotate the Bind Lever up (E1) toward you until the Comb Binding Element (E2) opens sufficiently to insert your document (see figure 4).
3. Thread front cover finished side facing down (see figure 5), onto open Binding Element Fingers (E3). Thread pages, front facing down, onto element. Repeat for large documents as required. Place the back cover, finished side facing upward on open Binding Element Fingers last.
4. Push the Bind Lever away from you back to its original position to close the binding element.
5. Remove book by lifting upward. Your presentation is now complete!
6. Once you become familiar with your DocuBind P200, you will find that you can bind as you punch, increasing your productivity.

### F. EMPTY CHIP DRAWER

1. Empty Chip Drawer (F) after repeated use. Pull drawer gently toward you to open. When putting back in, the drawer will snap into place (see figure 6).

### G. SERVICE

Should your DocuBind require service contact GBC at:  
Quartet/GBC  
5700 Old Orchard Road • Skokie, IL 60077 USA  
1-800-541-0094 • <http://www.gbc.com/opd>

## SPECIFICATIONS

Dimensions: 18" (W) x 8 1/2" (H) x 16" (D)  
457mm x 216mm x 406mm

Weight: 26 lbs. (11.8 kg.)

Punch Capacity: 25 sheets of 20 lb. paper  
25 sheets of 80gsm paper

Bind Capacity: 425 sheets or 2"  
(50mm)

Maximum Sheet Width: 11.7" (297mm A4)

Dis-engagable Pins: 1 (A5 paper)  
within comb storage bin