

GBC / Swingline Proclick Binding Machines

Instruction Manual

For Models:

ProClick 110 Manual

ProClick P210E Electric



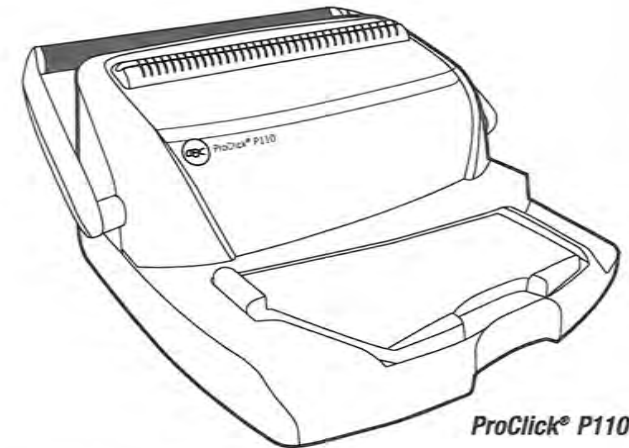
Provided by

MyBinding.com
When Image Matters.

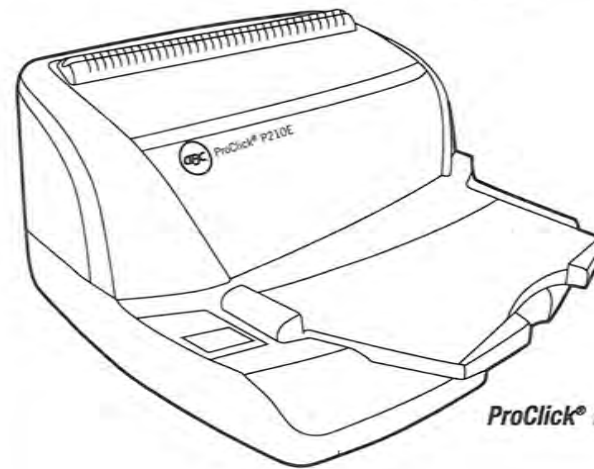
Call Us at 1-800-944-4573



ProClick® P110
ProClick® P210E
Binding Systems



ProClick® P110



ProClick® P210E

Instruction Manual



ACCO Brands
300 Tower Parkway
Lincolnshire, IL 60069-3640
1 800 541 0094
gbc.com

©2007 ACCO Brands. All rights reserved.

04/07



IMPORTANT
To register this product go to www.gbc.com

When Image Matters.

.com

LIMITED ONE YEAR WARRANTY

General Binding Corporation ("GBC") warrants to the original purchaser for a period of one year after purchase that this GBC product is free from defects in workmanship and material under normal use and service. GBC's obligation under this warranty is limited to replacement or repair, at GBC's option, of any warranted part found defective by GBC without charge for material or labor. Any replacement, at GBC's option, may be the same product or a substantially similar product that may contain remanufactured or refurbished parts. This warranty shall be void if the product has been misused, damaged by negligence or accident, or altered by anyone other than GBC or GBC's authorized agents.

THIS WARRANTY IS IN LIEU OF ALL OTHER EXPRESS WARRANTIES. REPRESENTATIONS OR PROMISES INCONSISTENT WITH, OR IN ADDITION TO THIS WARRANTY ARE UNAUTHORIZED AND SHALL NOT BE BINDING UPON GBC. IN NO EVENT SHALL GBC BE LIABLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, WHETHER OR NOT FORESEEABLE. ANY IMPLIED WARRANTIES ARE LIMITED IN DURATION TO THE DURATION OF THIS WARRANTY. SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR IMPLIED WARRANTIES, SO THE ABOVE EXCLUSION OR LIMITATION MAY NOT APPLY TO YOU.

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

European Union Residents Only: This warranty does not affect the legal rights which consumers have under applicable national legislation governing the sale of consumer goods.

FCC Class A Notice - Notification pour les Etats-Unis

Note: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Canada Class A Notice - Avis Canada, Classe A

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

Modifications

Any modifications made to this device that are not approved by General Binding Corporation may void the authority granted to the user by the FCC and/or by Industry Canada to operate this equipment.

Toutes modifications apportées à ce dispositif et non approuvées par General Binding Corporation annuleront le droit accordé à l'utilisateur par le FCC et/ou par Industrie Canada de faire fonctionner cet équipement.

Specifications P110, P210E

Max. width of paper	11.7" (297mm - A4)
Punching capacity, paper	15 sheets (20 lb./80gsm)
Binding capacity	110 sheets (1-1/2"/38mm)
Net weight	13.6 lbs. (6.2kg.)/18.4 lbs. (8.4kg.)
Dimensions (H x W x D)	18"(456mm)x18"(453mm) x9"(224mm)/16"(407mm)x15"(388mm)x7"(186mm)

Subject to technical changes without prior notice.

When Image Matters.

PUNCH PAPER

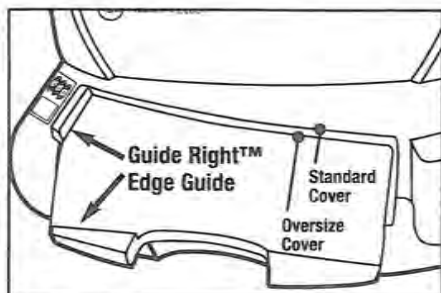


Figure 1

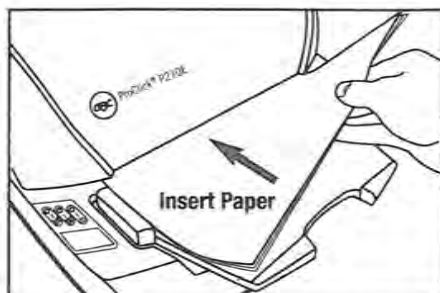


Figure 2



Figure 3

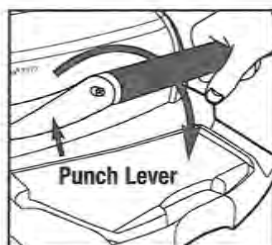


Figure 4 - P110 only

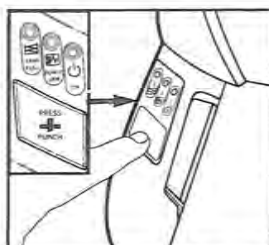


Figure 5 - P210E only

A. PUNCHING PAPER (see Figure 1)

North America only: Your machine has an adjustable Guide Right™ edge guide for aligning both letter size documents and oversize covers. If punching a letter size document, slide the Guide Right™ edge guide all the way in, toward the machine. If punching an oversize cover, slide the Guide Right™ edge guide all the way out, toward you.

1. Insert the document or cover to be punched into the ProClick® P110's or P210E's punch opening. (see Figure 2)
2. Align the document or cover so that it is flush with the edge guide to ensure an accurate punch. (see Figure 3)
3. **P110** - Pull down and firmly depress the punching lever to ensure a complete punch. (see Figure 4)

P210E - Press punch button on left of machine to punch (see Figure 5)

Note: To ensure clean punching, do not punch more than one plastic cover at a time.

BIND DOCUMENT

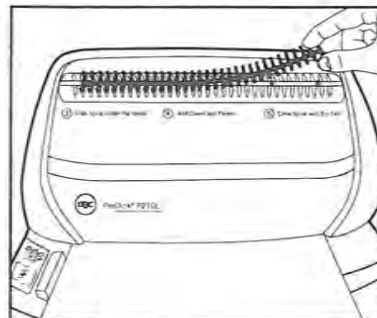


Figure 6

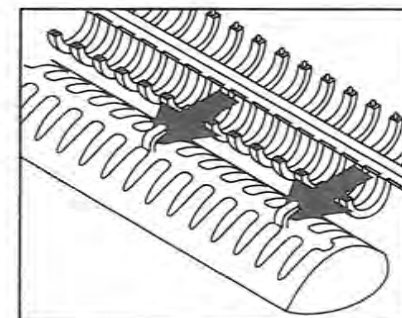


Figure 7

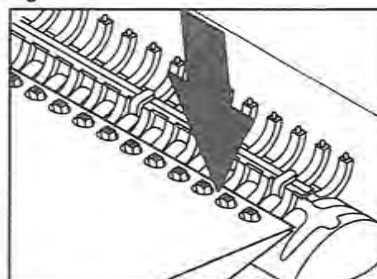


Figure 8

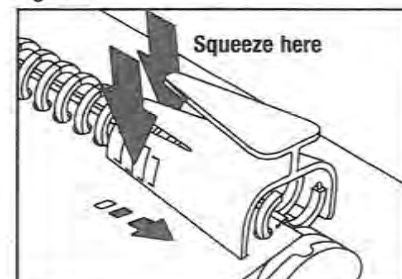


Figure 9

3. Use the zip tool to close the spine. (see Figure 9)
4. Remove your finished document by sliding the spine out from under the hooks.

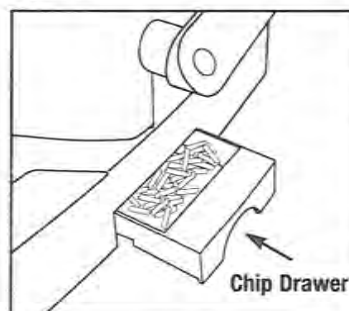


Figure 10

B. BINDING

1. Secure a GBC ProClick spine under the hooks on top of the P110 or P210E with the open spine rings facing up. (see Figures 6 and 7)
2. Align punched holes in your document with corresponding rings on the binding spine. (see Figure 8)

C. EMPTY CHIP DRAWER

1. Your ProClick P210E has a chip drawer located on the right side of the machine (see Figure 10). On the P210E, an indicator light located above the punch button will illuminate when it is full. To empty, gently pull the drawer open and remove it from the machine. Dispose of the contents and re-insert the drawer into the machine until it snaps in place.


D. SERVICE

1. Contact an authorized GBC service representative for any required repairs.

Safety Instructions for ProClick® P210E Only

SAFETY MESSAGES

Your safety as well as the safety of others is important to GBC. In this Instruction Manual and on the product are important safety messages. Read these messages carefully.

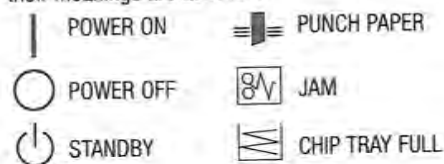
 The safety alert symbol precedes each safety message in this Instruction Manual. This symbol indicates a potential personal safety hazard that could hurt you or others, as well as cause product or property damage.


The following warning is found on this unit:

This safety message means you could be seriously hurt or killed if you open the product and expose yourself to hazardous voltage.



The following symbols appear on this product, and their meanings are as follow:



 **WARNING:** For your protection, do not connect the ProClick P210E to electrical power until you read these instructions completely. Keep these instructions in a convenient location for future reference. To guard against injury, the following basic safety precautions must be observed in the set-up and use of this product.

IMPORTANT SAFEGUARDS

- Use the ProClick P210E 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 Guide Right™ edge guide.

ELECTRICAL SAFEGUARDS

The ProClick P210E must be connected to a supply voltage corresponding to the electrical rating of the machine as indicated on the serial/rating plate or in this manual.

CAUTION: THE POWER RECEPTACLE MUST BE LOCATED NEAR THE EQUIPMENT AND BE EASILY ACCESSIBLE.


- Unplug the ProClick P210E before moving it, or when it is not in use for an extended period of time.
- Do not operate with a damaged supply cord or plug, after it malfunctions, or after it has been damaged in any manner.
- Do not overload electrical outlets beyond their capacity as this can result in fire or electrical shock.
- Do not alter attachment plug. Plug is configured for the appropriate electrical supply.
- The unit is intended for indoor use only.
- Never push objects into this product through cabinet slots. Do not spill liquid of any kind on this product.
- Do not operate if the product has been exposed to rain or water.

SERVICE

Do not attempt to service or repair the ProClick P210E yourself. Unplug the unit and contact an authorized GBC service representative for any repairs.

CLEANING

CAUTION: Unplug this product before cleaning.

 Wipe exterior only with a damp cloth. Do not use detergents or solvents.