

# ***GBC 450KM-3 Combo Binder***

Instruction Manual



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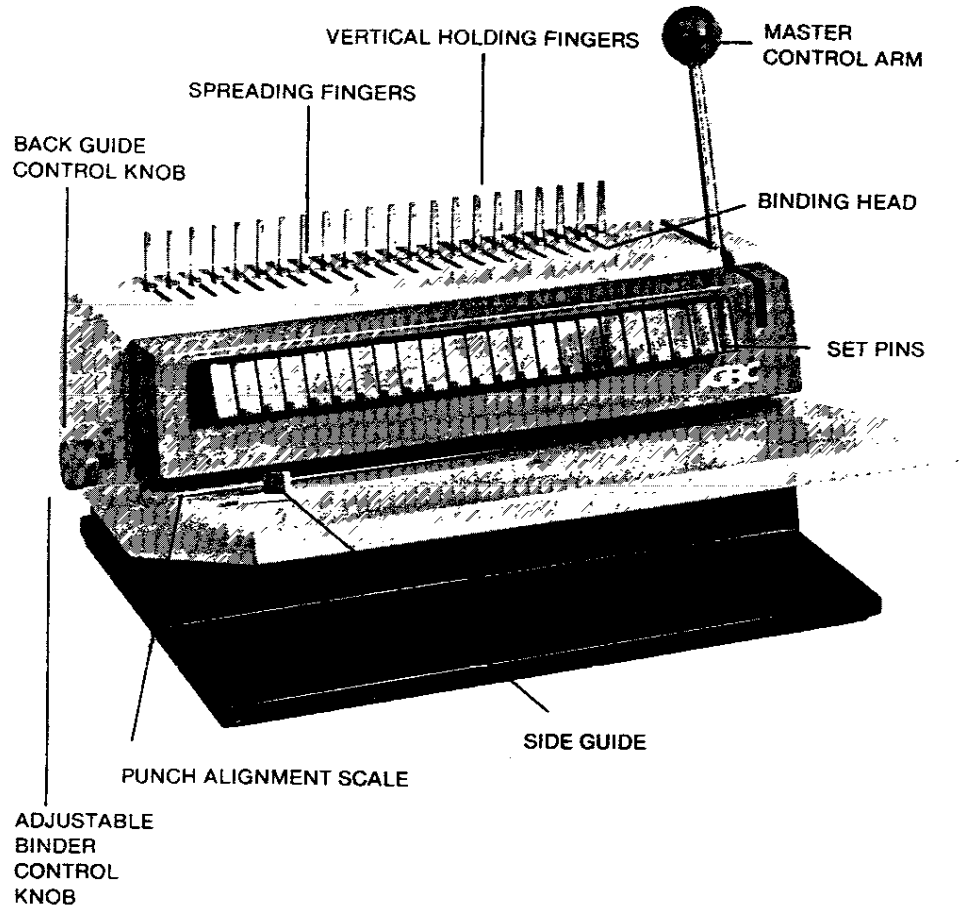
### IMPORTANT

In getting acquainted with your GBC Combo, it is recommended that you use blank paper—not an actual job to be punched and bound—to avoid any unnecessary pressure of “getting the job right” while learning an unfamiliar procedure.

Follow the step-by-step instructions carefully. Certain key aspects (i.e., setting the Side Guide, adjusting the Set Pins, etc.) have been taken out of context to give them special attention.

## 450KM OPERATING INSTRUCTION

# Nomenclature



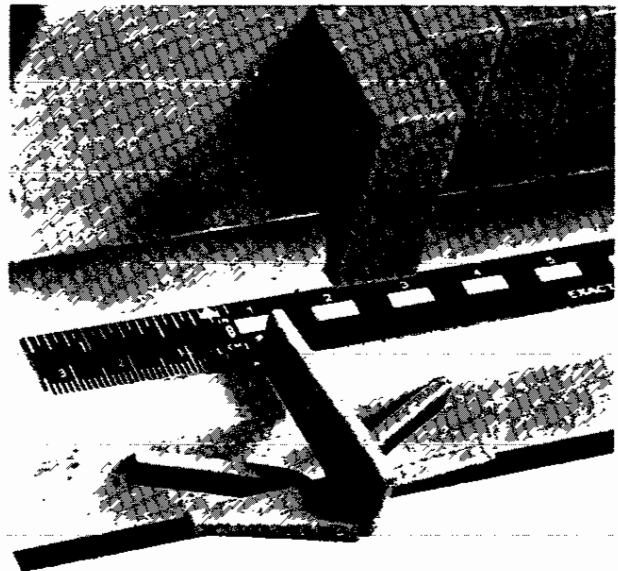
## Punching

Punching is the first step in the process of binding. And it is an important step. Attention to detail at this stage will result in a clean and attractive product. While enhancing the appearance, it will also simplify the binding operation and save time.

Before you punch an actual book, it is recommended you first use blank sheets of paper the same size as the pages of your book. This will help you determine the maximum number of holes to be punched on the binding edge and the proper spacing of the holes.

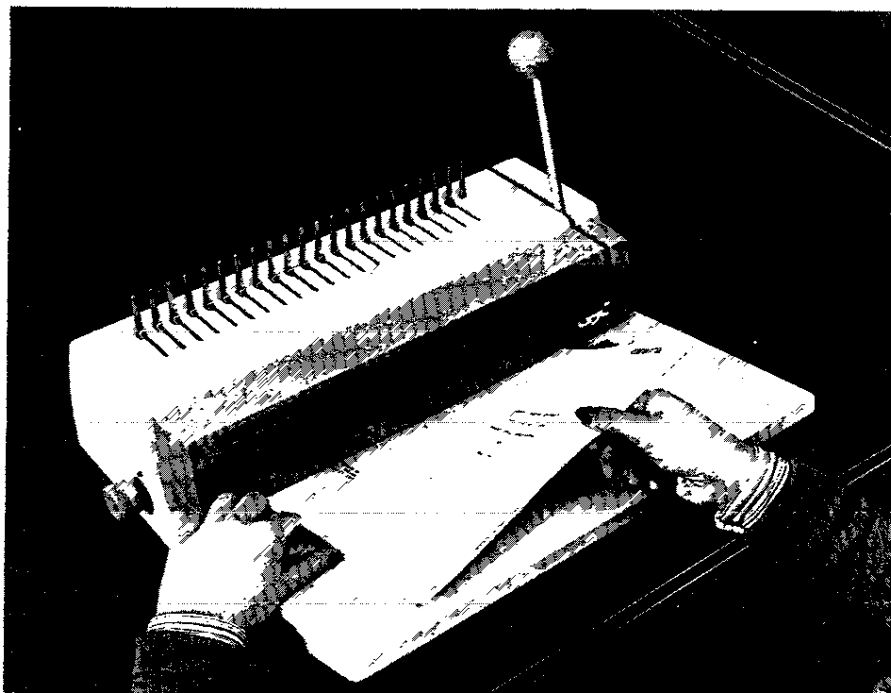
1. The Solid White Rectangles indicated on the Punch Alignment Scale (See Figure 2) represent the exact position of the actual punches located behind the scale.
2. Place a test sheet on the Punch Alignment Scale to determine the number of holes you will need to punch. Line up your test sheet with the left edge of the first Solid White Rectangle at the left hand side of the Punch Alignment Scale. Now, count the number of Solid White Rectangles along the edge of your test sheet. Do not count those only partially covered.
3. Allowing for a minimum margin of  $\frac{1}{8}$ " at each end of the binding edge of your test sheet, center it on the correct number of Solid White Rectangles (e.g. 19 holes for 11").
4. Holding your test sheet in the centered position, move the Side Guide flush with the left edge of your test sheet.

Figure No. 2



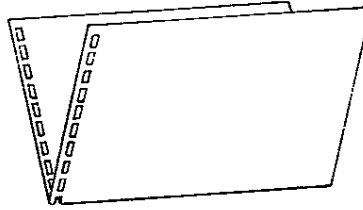
## Punching

5. If the right or left hand edge of your test sheet partially covers one of the Solid White Rectangles, pull out the Set Pin directly above it. That will disengage the punch directly behind the Solid White Rectangle on the Punch Alignment Scale and prevent the punching of a partial hole on the edge of your test sheet.
6. Insert your test sheet in the throat of the Punch. Check to be sure it is flush with the Side Guide and the Back Guide. Now, draw the Master Control Arm forward, toward the front of the machine, to punch your test sheet.



7. Take your test sheet out of the machine and fold it in half. Check to see if the space above the first hole is equal to the space below the last hole. Your test sheet was properly centered if the spaces are equal. If they are not equal, adjust your Side Guide to correct the difference, punch, and repeat this check.

## Punching



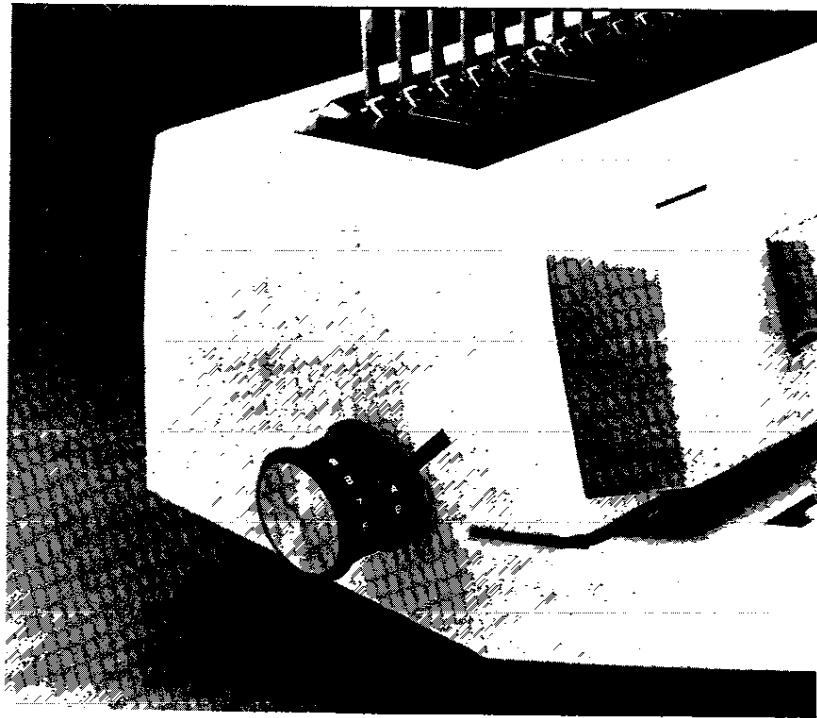
8. The Back Guide is the final adjustment. The Back Guide Control Knob (See Figure 4) is located on the left hand side of your Combo. Determine the proper plastic binding diameter for your books and set your Back Guide Control Knob to the proper letter setting.

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**IMPORTANT:** Do not punch deeper into the sheet than is necessary. Excessively deep punched holes will make it difficult to turn pages of the bound book.

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Figure No. 4



## Punching

The chart below lists the fractional and millimeter sizes of plastic that the numbers represent.

FRACTIONAL SIZES	LETTER CODE	MILLIMETER SIZES
3/16 - 7/16	A	5 - 10
1/2 - 9/16	B	12 - 14
5/8 and above	C	16 and above

The "Open End" design of the punching mechanism will permit full length punching of sheets longer than 12". This is done in multiple steps. Simply divide the dimension of the binding edge to be punched into units that can be accommodated on the Punch Alignment Scale. Repeat the punching operation until the binding edge is completely punched.

**EXAMPLE:** In punching an edge 24" long, divide into two 12" sections. Beginning at the left, determine the necessary number of holes and provide for the minimum  $\frac{1}{8}$ " margin at your far left. Moving to the right, repeat EXCEPT providing for a margin on the right hand side. Check for centering as previously indicated.

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**CAUTION:** Your GBC Combo is designed for punching average weight paper or similar material of equivalent weight. Do not punch more than 15 sheets of ordinary stock at one time. The proper number of sheets to be punched at one time is dependent on the weight and finish of the paper, ease of punching, etc., and can only be determined by trial punching. Punching too many sheets in one "lift" may result in a "feathered edge" hole and may place excessive stress on the machine.

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## **Extended Covers**

Books that have "Flush" covers (same as the size of the body sheets) can be punched with the cover and body stock gathered into one complete unit and both can be punched to the same setting of the machine.

"Extended" covers, those slightly larger than the body sheets on any or all dimensions, must not be gathered with the body sheets for punching.

First, all body sheets should be punched.

Then, the Side Guides must be reset for the covers. By resetting the Side Guide and centering the covers, the same punching pattern used on the body sheets will be centered on the covers.

After punching the covers, gather them to body sheets as you bind.

## **Determining Plastic Binding Sizes**

To allow free turning of the sheets after they are plastic bound, the correct diameter of binding element should be  $\frac{1}{16}$ " to  $\frac{1}{8}$ " larger than the actual thickness of the book (including covers). To measure the thickness of a book, simply hold a ruler to the edge of the book to be bound and read the ruler. If available, use the GBC Binder Sizer to determine the correct diameter.



## Binding

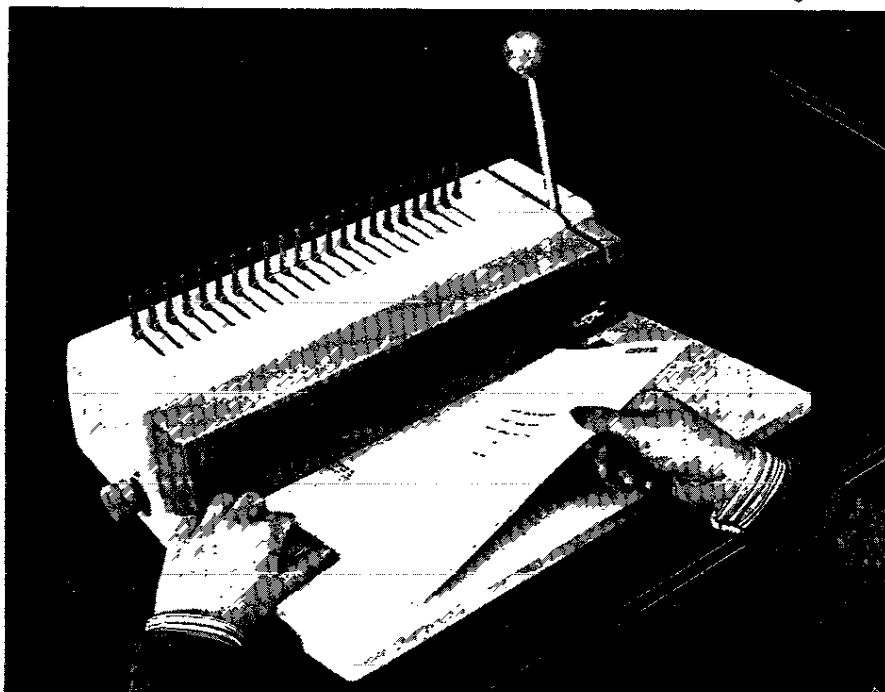
The binding operation begins by setting your GBC Combo to the proper opening for the selected plastic binding. Having made this adjustment, it remains for you to insert your covers and body into the binding, close the binding and remove your book.

### Binder Control Stop

To set your GBC Combo binding mechanism for the correct opening (approximately  $\frac{1}{16}$ " more than the thickness of your book being used):

1. Turn the dial (Pull out to turn) of the Adjustable Binder Control Stop (See Figure 5) to the widest possible opening—No. 9 position on the dial.

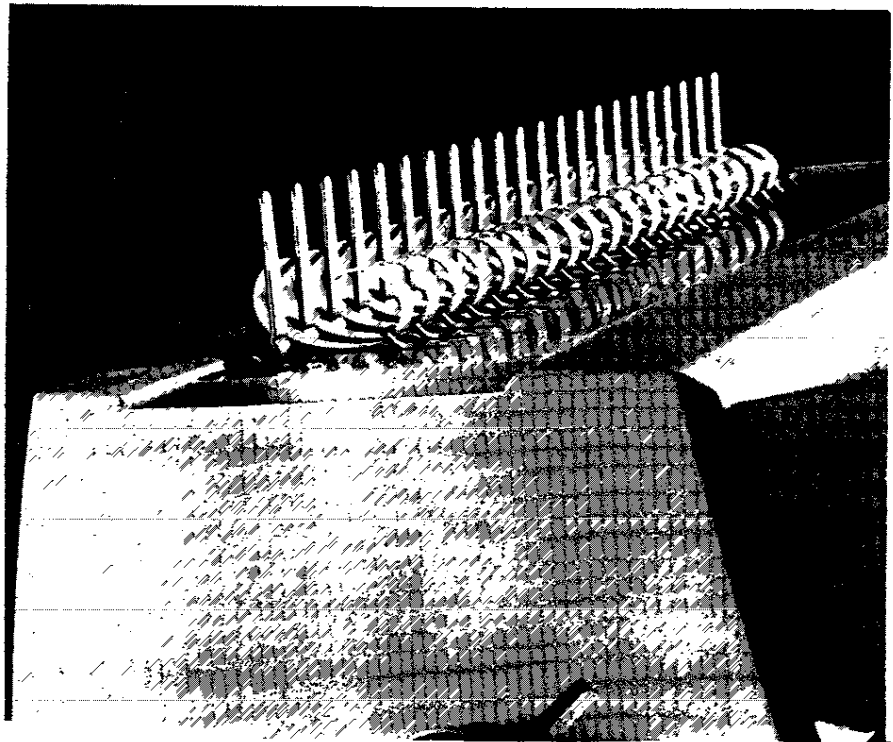
Figure No. 5



## Binder Control Stop

2. Place a binding element on the Binding Head (See Figure 5) of your Combo with the plastic rings held between the vertical holding fingers (as shown in Figure 6) and the tips of the plastic rings pointing away from you.
3. Push back (away from you) slowly on the Operating Lever until the binding element has been opened the correct width. Keep the Master Control Arm in this position.
4. Pull out the dial while turning it counter-clockwise as far as it will go.
5. Return the Master Control Arm to its upright position and remove the binding element. Your binding mechanism is now set to open the proper amount for the diameter of binding selected.

Figure No. 6

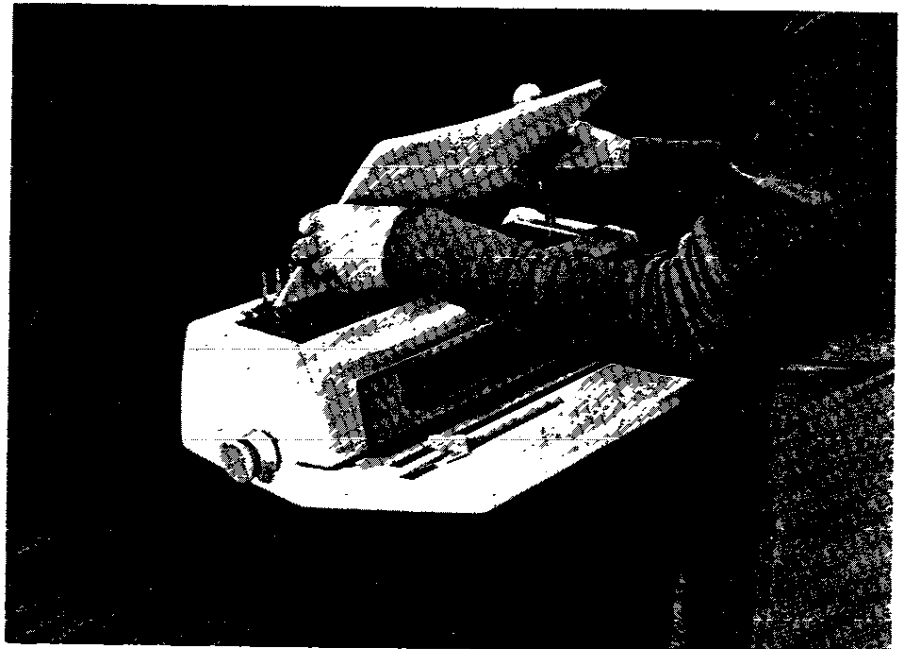


## Binder Operation

After you have set the Adjustable Binder Control Stop:

1. Place a binding element on the Binding Head of your Combo as previously described. ALWAYS be sure the tips of the plastic rings for both narrow and wide back GBC Plastic Bindings are on top and pointing AWAY from you.
2. Push back on the Operating Lever to open the binding.
3. Pick up the punched book. Holding the book firmly in your left hand with your fingers on the back cover of the book and your thumb on the front cover, place the punched book vertically into the area of the open rings of the binding element. The front cover should ALWAYS face toward you. Align holes with the tips of the plastic rings. Swing book down to allow the rings to enter the punched holes of the book.
4. With your right hand return the Operating Lever to the upright position. Plastic rings will return to the closed position, penetrating completely through the punched holes of the book.
5. Lift up the bound book to remove it from your Combo.

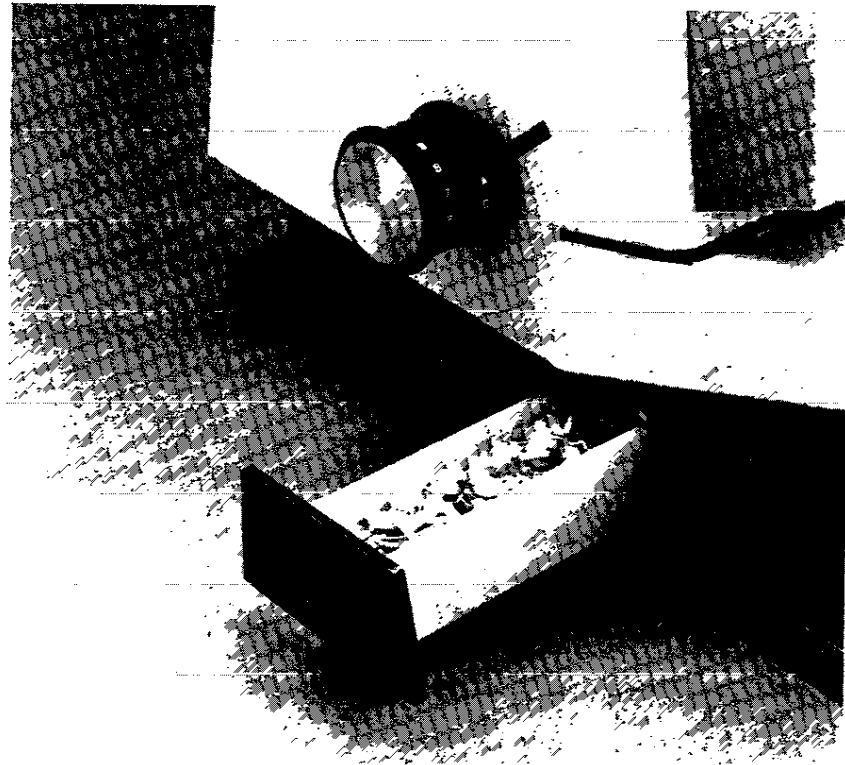
Figure No. 7



## Removing Punching Waste

To remove punching waste, slide the chip tray drawer to the left and remove from the base of the machine (See Figure 8). Empty the paper chips, replace the drawer.

Figure No. 8

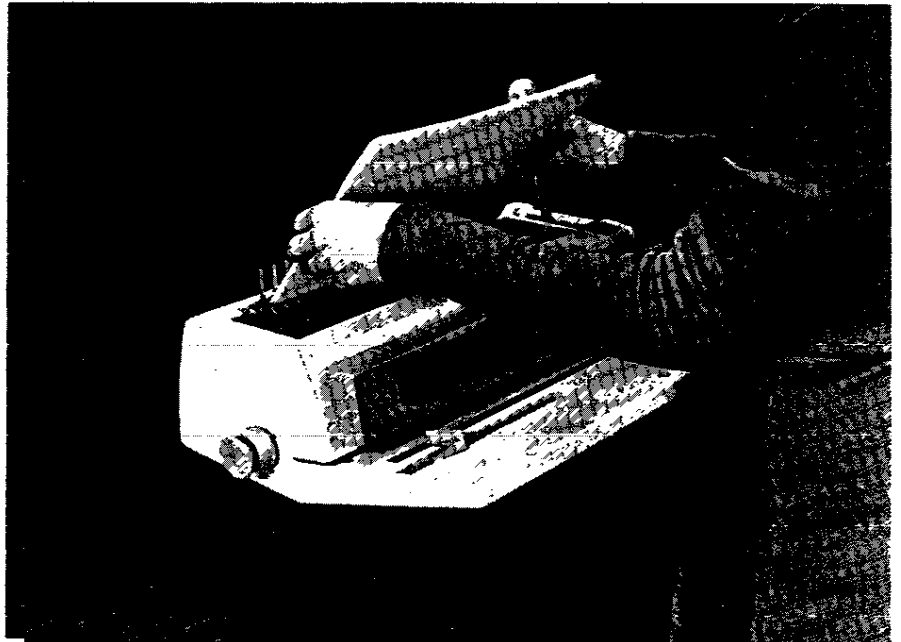


## Binder Operation

After you have set the Adjustable Binder Control Stop:

1. Place a binding element on the Binding Head of your Combo as previously described. ALWAYS be sure the tips of the plastic rings for both narrow and wide back GBC Plastic Bindings are on top and pointing AWAY from you.
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4. With your right hand return the Operating Lever to the upright position. Plastic rings will return to the closed position, penetrating completely through the punched holes of the book.
5. Lift up the bound book to remove it from your Combo.

Figure No. 7



## **Special Attachments**

Included in the utility package of each Combo are two aluminum posts. The use of these posts with your Combo is necessary for efficient binding with 1¼-inch and larger oval Surelox Plastic Binding Elements.

To install the two Posts included with your GBC Combo, first remove the two screws directly behind the Upright Holding Fingers. Then, screw the Posts in their place.

You are now ready to proceed with your binding job. In operation the two aluminum Posts will support the oval Surelox Plastic Binding Elements and prevent them from sliding up and over the top of the Upright Holding Fingers.

**NOTE:** The two aluminum Posts are intended for use only with 1¼-inch and larger oval Surelox Plastic Binding Elements. It will be necessary to remove the Posts when binding with the other types of GBC Plastic Bindings.