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ACCO Brands Corporation
300 Tower Parkway
Lincolnshire, IL 60069-3640
In USA call: (800) 989-4923

Made in E.E.C.

www.gbc.com



CombBind® C340 and C450E USER GUIDE



GETTING STARTED

Welcome

Thank you for choosing the **GBC® C340 or C450E Binding System**. We aim to produce quality binding machines with features that enable you to create excellent results every time. Before using it for the first time, please take a few minutes to read this guide. We hope this enables you to bind documents easily. For other great tools and tips, please visit us at www.gbc.com

Safety Tips

In order to avoid overloading, this machine can punch a maximum of 25 sheets at one time.

Do not punch metal objects such as staples or paper clips.

Empty the waste tray regularly.

Make sure the machine is operated on a flat stable surface.

Never lift the machine by the punching handle (Fig. 1). Always use the hand grips located on the side of the machine (Fig. 2).

Safety Tips for the GBC C450E Only

Do not block air intakes and outlets.

Do not use the machine if the power cord is damaged.

Do not place the power cord where it may be tripped over or pulled. Make sure that it does not come into contact with hot surfaces such as pipes or radiators. Make sure the cable is not crushed or pinched.

Do not use an extension cord unless absolutely necessary.

Do not leave the C450E connected to the electrical outlet when not in use.

Do not immerse the C450E in water or other liquids. Doing so will result in electric shock.

Do not attempt to disassemble the C450E.

Unpacking

Your machine is ready to use when removed from the box. Retain the packaging in case you need to return the machine for repair.

The punching mechanism is coated with a protective film of lubricant which will mark your paper. Clean this by punching scrap paper until clean prior to binding.

Setting Up the C450E

Connect the C450E to the electric outlet using the power cord supplied.

Turn on using the On/Off switch located at the rear of the C450E.

Wait while the C450E goes through an automatic check procedure and both LEDs light up before using. When complete, the green LED will remain On, and the C450E is ready for operation.

WARNING: The C450E must be grounded. If in doubt, consult a qualified electrician.

Troubleshooting C450E

This machine is designed to finish 5 bound documents per minute, up to a maximum of operating for 30 minutes on and for 30 minutes off.

This machine has a thermal overload safety feature. If the motor overheats, this safety feature activates and will prevent the machine from punching until it has cooled sufficiently.

The thermal overload switch will automatically reset after approximately 15 minutes of rest.

Selecting the CombBind® Spine Size

Lift the lid and punch handle to the upright position. Place entire document so it rests on the lid. Check the CombBind® spine size needed by using the paper thickness guide.

Sorting the Paper

For large documents, use the document separator.

Place the stack of paper to be punched on the top shelf against the opened top cover lid.

Push the separator into the stack of paper and push down on the lever. This will lift an appropriate stack of 25 sheets maximum for easy punching (Fig. 3).

Continue this procedure until all of the paper is punched.

Punching the Paper

For the C340, always make sure that the punch handle is in the upright position before centering the paper.

Load the first paper stack into the punch slot.

Center the paper using the dial located at the front of the machine.

Lower the raised handle until the paper is punched, and support the machine when lifting the handle to the upright position (Fig. 4-A).

For electric punching with the C450E:

Load the first paper stack into the punch slot.

Center the paper using the dial located at the front of the machine.

Press the punch button located on the right panel of the machine (Fig. 4-B).

Note: If the machine is overloaded and fails to complete the punch cycle, the red LED will light. Press the punch button to cancel the red LED. If this does not work, contact service at (800) 989-4923.

Binding

Place the CombBind® spine open side up on the metal teeth. Open the spine turning the spine opening knob located at the side of the machine (Fig. 5-A).

Punch and then load each paper stack face down onto the opened spine until the entire document is loaded (Fig. 5-B).

Close the spine by rewinding the spine opening knob (Fig. 5-C) and lift the bound document from the metal teeth (Fig. 5-D).

Binding Tips

Load the front cover onto the open CombBind® spine first, followed by the internal sheets and back cover.

To edit your document, additional sheets may be included or removed by placing your document, spine open side up, onto the metal teeth and follow the binding instructions again.

Maintenance

Make sure that the waste tray is emptied on a regular basis to prevent your machine from overloading (Fig. 6).

QuickStep Guide 1-2-3

The QuickStep Guide label on the machine is a quick reference guide to how to bind in three quick and simple steps.

Understand the comb size required by measuring on the document size area 1, select the appropriate ProComb.

Load the ProComb with the dot to the left and open until you see the coloured arrow.

Punch and load your document on to the spine until your document is complete. Close the spine.

ZipComb Spine

The ZipComb spine allows you to create an easily editable document with comb punch orientation.

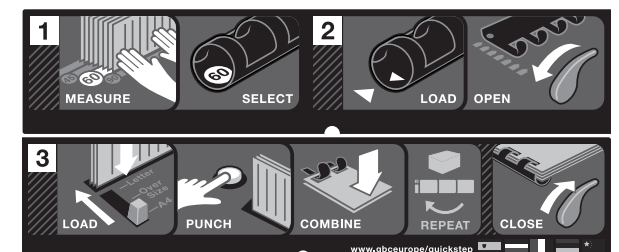
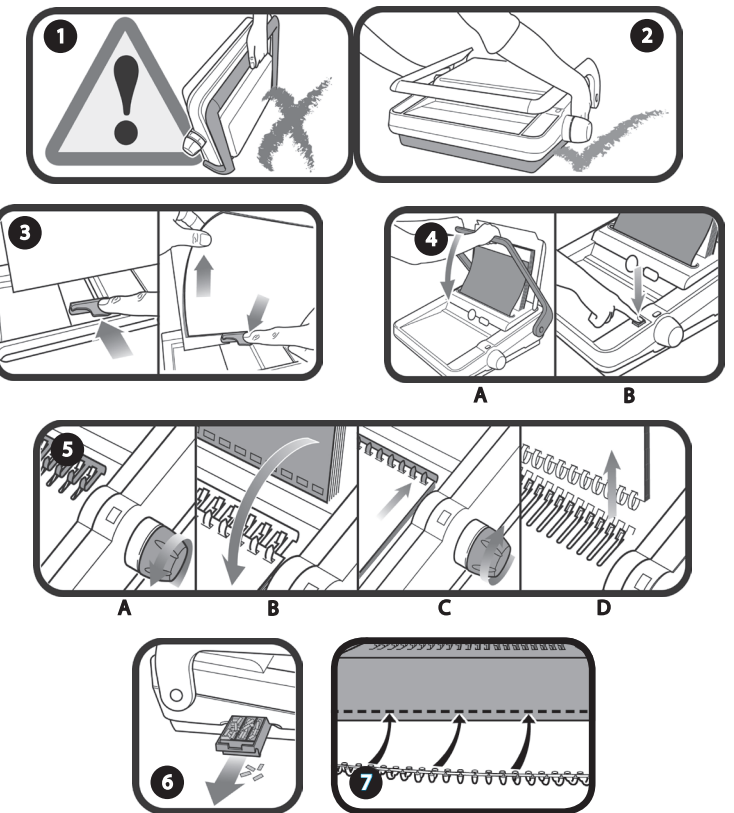
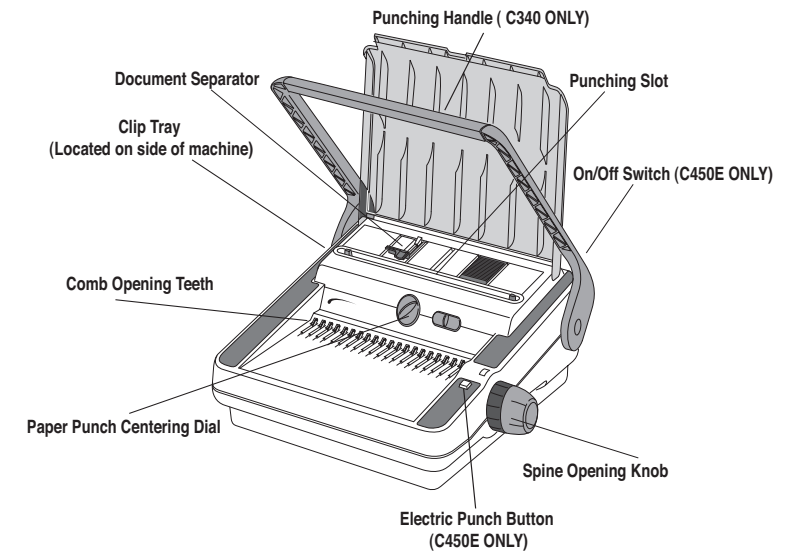
Place the spine into the zip holder as shown in Fig. 7.

Load and punch paper as per 'Binding' section.

Load punched paper on to spine.

Remove document and spine, close the ZipComb using the zipper included in the ZipComb boxes.

Complete by flipping the back cover around the spine, for a professional finish where the spine is hidden.



Technical data	C340	C450E
Operation Mode	manual	electric
Max. Binding	8.5" X11" Letter (standard 20 lb paper)	
Punching Paper	max. 25	
Punching PVC Plastic Covers	max. 3	
Max. Spine Diameter	1/4" - 2"	
Binding Capacity (sheets)	425	
Net Weight (lb)	23 lbs	32 lbs
Dimensions WxDxH (in.)	17.325x17.75x7.875	17.325x17.75x6.7
Voltage	120V 60Hz	