

# GBC CombBind C55 Comb Binding Machine

## Instruction Manual



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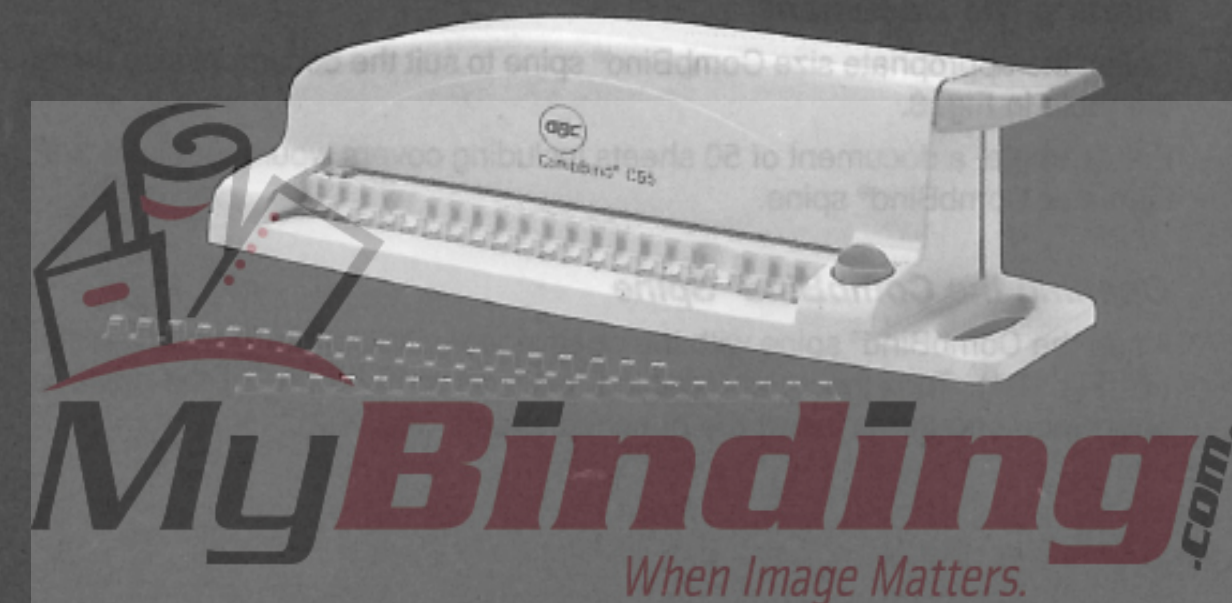
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## CombBind® C55 USER GUIDE



# GETTING STARTED

## Welcome

Thank you for choosing the GBC® C55 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 tips and tools, please visit us at [www.gbc.com](http://www.gbc.com).

## Safety Tips

Please read and retain these instructions for future reference.

When punching, always make sure the machine is on a flat, stable surface.

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

## Setting Up

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

Lift the handle to the vertical position.

Always test the machine with scrap paper before punching the final document.

For best results when punching PVC covers, we recommend covers be punched with some paper on either side.

## Punching

Rotate the edge guide (a) to the desired position, 11" Letter, US Cover or A4. Test punch a scrap sheet and readjust the edge guide if necessary (Fig. 1).

This machine can punch a maximum of 5 sheets of 20 lb paper per punch operation. To punch the paper, insert the sheets into the punching slot (b) ensuring the sheets are aligned to the edge guide (Fig. 2-1) and touch the back of the channel (Fig. 2-2).

Support the machine with one hand and punch the paper by pressing the lever (c) downward with your other hand (Fig. 3).

Repeat until the entire document is punched.

## Binding the Document

Select the appropriate size CombBind® spine to suit the document size using the table in Fig. 8.

For example, a document of 50 sheets including covers would require a 3/8" diameter CombBind® spine.

## Opening the CombBind® Spine

Insert the CombBind® spine with the open side facing up into the binding slot (d) (Fig. 4-1). Turn the spine opening knob (e) to the left until the spine is open wide enough to insert the punched sheets (Fig. 4-2).

## Inserting the Document

With the CombBind® spine open, hold the punched sheets vertically, (Fig. 5-1) then fit the sheets into the open binding spine (Fig. 5-2). For best results, load the front cover face down first. Continue loading the punched sheets until the document is completely loaded.

## Closing the CombBind® Spine

Turn the comb opening knob to the right to close the CombBind® spine. When the spine has rotated back to the start position, the bound document can be removed from the machine by lifting it up (Fig. 6).

## Correcting a Bound Document

Additional sheets may be included or removed at any time by opening and then closing the CombBind® spine as described above.

## Emptying the Waste Tray

The waste tray (f) is fixed to the underside of the machine. For best results, empty the tray regularly (Fig. 7).

Always check that the tray is correctly fitted before punching the document.

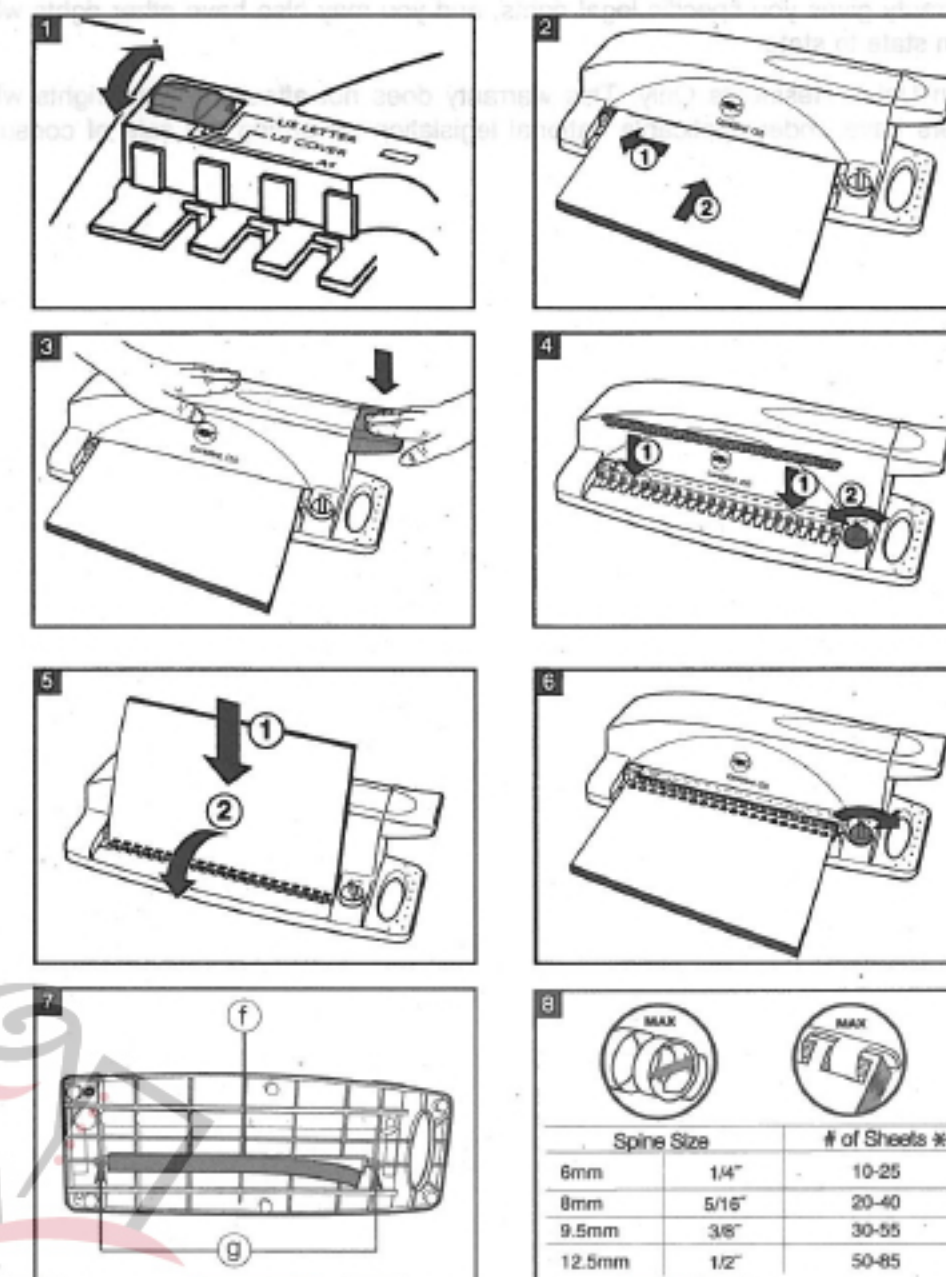
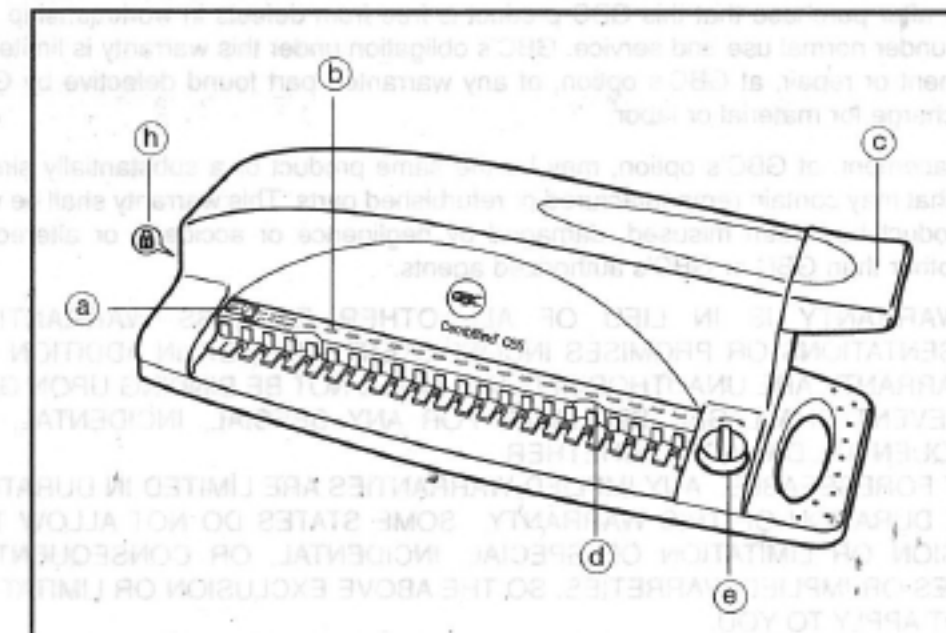
## Clearing Blockages

The punch plate may become blocked and the punched sheets locked within the machine. To release the punch plate, use a screw driver or other tool to apply pressure to the plate via access points (g) on the underside of the machine (Fig. 7).

## Security

As a security aid, the C55 has a security slot (h) suitable for use with leading makes of security leashes, e.g., Kensington Microsaver.

Model	Warranty Period
C55	1 Year
<b>Technical Data—Subject to change without notice</b>	
Operation Mode	Manual
Max. Binding Size	8.5" x 11"
Punch-Paper 20 lb	Max 5 sheets
Punch-Plastic Covers	Max 1 sheet
Spine Capacity	1/4"-1/2"
Max. Document Size (sheets)	90
Net Weight (lb)	5.8 lbs.
Dimensions (in.) (LxWxH)	17.7" x 6.3" x 5.12"



Spine Size	# of Sheets *
6mm 1/4"	10-25
8mm 5/16"	20-40
9.5mm 3/8"	30-55
12.5mm 1/2"	50-85

\* Including Covers

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