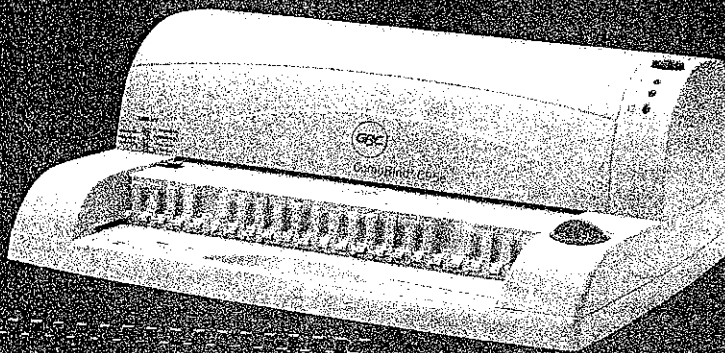




CombBind® C95e
USER GUIDE



GETTING STARTED

Welcome

Thank you for choosing the **GBC® C95e Binding System**. Our goal is to produce quality binding machines with features that enable you to create excellent results every time. Before using your GBC® C95e for the first time, please take a few minutes to read through this guide. We hope this enables you to bind documents easily. For additional tip and tools, visit us at www.gbc.com.

Safety Tips ⚠

- Please read and retain these instructions for future reference.
- The outlet must be located near the GBC® C95e and must be easily accessible.
- When punching, always make sure that the GBC® C95e is on a flat, stable surface.
- Always test the GBC® C95e with scrap paper before punching the final document.
- When punching PVC covers, we recommend the cover be punched with some paper either side.
- Do not punch metal objects such as staples or paper clips.
- Empty the waste tray regularly.
- The GBC® C95e has a recommended duty cycle of 5 operations per minute, up to a maximum of 10 minutes on / 20 minutes off.
- The GBC® C95e has a thermal overload safety feature. In extreme circumstances, the motor may overheat which will activate the safety feature. This feature will prevent the GBC® C95e from punching until it has cooled sufficiently.
- The thermal overload switch will automatically reset after approximately 10 minutes.
- The GBC® C95e will then operate as if it had been overloaded. Please refer to *Punching the Document* for operation details.

Unpacking and Setting Up

- Your GBC® C95e is ready to use when removed from the box. Retain the packaging in case you need to return the GBC® C95e for repair.
- Position the GBC® C95e on a flat stable surface.
- Connect the plug end of the power cable to the electricity outlet socket.
- Switch on the GBC® C95e using the On/Off switch located at the rear right of the GBC® C95e.
- The green light indicates that the power is on and the GBC® C95e is ready for use.

Selecting the Correct Spine

- Place the document against the size guide and note the suggested spine size.
- To determine the appropriate size spine, place one end of the spine against the profiles and find the one that matches. The separate comb opening mechanism allows you to collate the documents on the comb while punching more pages giving you a faster binding cycle.


Inserting and Opening the Spine

- Close the spine operating mechanism by turning the spine opening knob to the right.
- Place the spine, open side up, on the spine opening mechanism. [Fig. 1]
- Open the spine by turning the spine opening knob to the left.

Aligning the Paper

- Rotate the green wheel to move the edge guide to the right setting of A4, 11" Letter or US Cover. [Fig. 2]

Punching the Document

- Insert the sheets into the punching slot and align to the edge guide. [Fig. 3]
- Press the Punch button  on the right of the GBC® C95e. [Fig. 4]

If the GBC® C95e is overloaded and fails to complete the punch cycle, the red light will come on. Press the Punch button once to cancel the red light, press again to continue the punch cycle. The auto reverse light will flash when the punching cycle is not complete and the cycle automatically reverses. Reduce the number of sheets and punch again.

Binding

- Load the front cover onto the open spine and lower it towards the front of the GBC® C95e. [Fig. 5]
- Load the internal sheets onto the open spine, repeating until all sheets are loaded.
- Load the rear cover onto the open spine.
- Close the spine by turning the spine opening knob to the right and remove the bound document.

Correcting a Bound Document

Additional sheets may be added or removed at any time by opening and then closing the spine.

Emptying the Waste Tray

A warning light will indicate when the tray is full and needs to be emptied.

Important: The waste tray must ONLY be emptied when the GBC® C95e is supported in an upright position.

- Turn off the GBC® C95e using the On/Off switch located at the rear right.
- Stand the GBC® C95e upright on its back side.
- Unclip the tray from the underside. [Fig. 6]
- Release the flap on the bottom of the waste tray to empty the clippings.
- When reattaching the tray, make sure that it clicks firmly into place before operating again.

Storing

- Turn off the GBC® C95e using the On/Off switch located at the rear right.
- Disconnect the GBC® C95e from the power supply. The GBC® C95e has feet at the rear to allow for vertical storage.

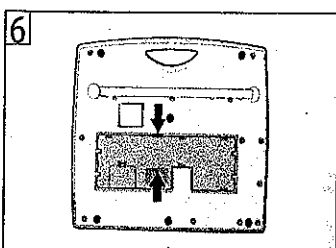
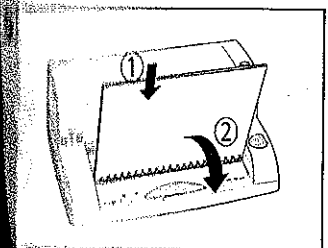
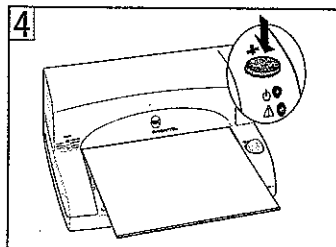
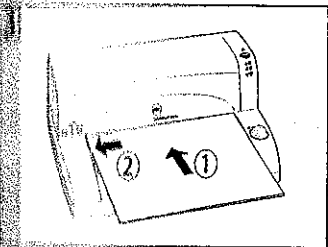
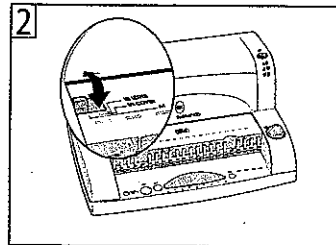
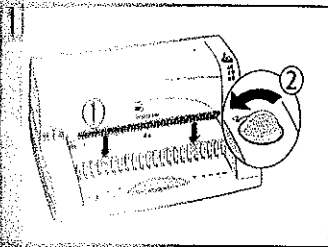
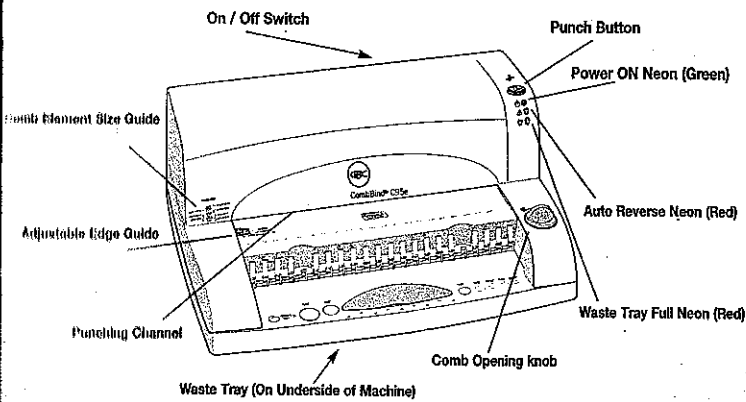
Security

- The GBC® C95e has a Security Slot for use with leading makes of security leashes, e.g., Kensington Microsaver.

Technical data	C95e
Operation Mode	Electric
Max. Binding Size	14"
Hole Pitch	US Pitch 9/16"
Number of Punch Slots	19 Fixed
Punching - Paper 20 lb	Max. 15
Max. Punching - Plastic Covers	Max. 2
Min. Comb Diameter	1/4"
Max. Comb Diameter	3/4"
Max. Document Size (sheets)	175
Net Weight (lb)	19 lbs.
Dimensions WxDxH (in.)	17.3" x 13" x 6.3"
Voltage	120V, 60Hz, 1.5A

LED Functions

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| | | Machine on and ready to punch. | | | Machine jammed. Turn off and remove sheets manually. |
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| | | Punch cycle incomplete and reversed. Reduce sheet count. | | | Waste tray full. |
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| | | | | | |



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.

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