

POWER PUNCH

4.0 OPERATING INSTRUCTIONS

This section contains an exact reprint of the operating instructions that ship with every machine. In order to simplify phone communication with end users, this section uses the same figures, figure numbers and paragraph designations as the customer operating instructions. The only difference is in the text style and size which results in more pages here than in the actual operating instructions.

Note: The following operating instructions are also identical to those enclosed with the Power Punch 30 which does not have the Auto Punch feature.

IMPORTANT SAFEGUARDS

The Power Punch has been designed to provide many years of safe and reliable punching. Adherence to the safeguards listed below will assist in attaining these goals.

GENERAL SAFEGUARDS

- Use the Power Punch only for its intended purpose of punching paper and cover stocks for binding documents.
- Place the Power Punch on a secure and stable work area to prevent the machine from falling and possibly causing personal injury and damage.

ELECTRICAL SAFEGUARDS

- The Power Punch must be connected to a supply voltage corresponding to the electrical rating in the machine operating instructions (also listed on the serial number plate).
- The socket-outlet shall be located near the equipment and shall be easily accessible.
- The grounding plug is a safety feature and will only fit into the proper grounding-type power outlet. If you are unable to insert the plug into an outlet, contact a qualified electrician to have a suitable outlet installed.
- Unplug the Power Punch before moving it, or when it is not in use for an extended time period.
- Keep the Power Punch Power Switch in the OFF position when adjusting the paper Edge Guide or when the machine is not in use.
- Do not operate the Power Punch with a damaged power supply cord or plug, 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.

SERVICE

- Do not attempt to service the Power Punch machine yourself. Contact an authorized GBC service representative for any required repairs on the Power Punch.

CLEANING

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

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SAFETY MESSAGES

Your safety as well as the safety of others is important to GBC. In this Operator Manual and on the Power Punch itself are important safety messages. Read these messages carefully.

The safety alert symbol precedes each safety message in this Operator 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 pictorial is found on the Power Punch:



This means that there are live electrical parts within the unit. The possibility of personal injury, fatality, property and further product damage exist if internal parts are accessed. NEVER remove cover. ALWAYS refer service to qualified GBC Service Personnel.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation.



CAUTION: Changes or modifications not expressly approved by General Binding Corporation could void your authority to operate the equipment.

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.



AUTOMATIC PUNCH: This symbol is located next to the "Auto Punch" button and the "Auto Punch" LED. It means that the product is in the "Auto" mode when the LED is illuminated.



PUNCH: This symbol is located next to the manual "Punch" button. When the "Auto" Punch LED is extinguished, this Punch Button and the Foot Pedal are active and one or the other is used to initiate a punch action.






OVERLOAD: This symbol is located next to the "Overload" LED. When the LED is illuminated it means you have inserted too many sheets to be punched.



TRAY FULL: This symbol is located next to the "Tray Full" LED. When the LED is steadily illuminated the chip tray is full and the machine will not punch. When the LED is flashing the chip tray is out and the machine will not punch. In either case the chip tray must be removed and emptied, then fully inserted.

4.0 OPERATING INSTRUCTIONS

SAFETY MESSAGES continued

-  **POWER ON:** This symbol is located next to the main power switch (IEC 417-5007).
-  **POWER OFF:** This symbol is located next to the main power switch (IEC 417-5008).
-  **READY:** This symbol is located next to the "Ready" LED. When illuminated it means the product main power switch is in the On/I position (ISO 7000-1140).

SPECIFICATIONS

Dimensions: 20.5"W x 16.25" D x 11.25" H

Weight: 58 lb. (26.4 kg.)
(65 lb. packaged) (30 kg.)

Electrical: 115V, 60 Hz (US / Canada)

PUNCHING

Punching is the first step in the process of book binding. The variable controls of the Power Punch must be properly adjusted to insure completed books will have the best appearance. Prior to punching the actual material to be bound, test the settings with extra paper that is the same length as the actual sheets or covers.

The Power Punch has one of four possible dies installed in it to allow you to bind documents using Plastic Comb, Twin Loop Wire or Color Coil elements. The punch patterns are as follows:

<u>Binding Method</u>	<u>Punch Pattern</u>	<u>Max. Sheet Capacity</u>
Plastic Comb (PB)	19 Hole	30
Twin Loop (W3)	3 holes per inch or 3:1 pitch	25
Twin Loop (W2)	2 holes per inch or 2:1 pitch	25
Color Coil (C4)	4 holes per inch or 4:1 pitch	15

Maximum sheet capacities are based on 20 lb. bond paper.

4.0 OPERATING INSTRUCTIONS

SEQUENCE OF PUNCHING OPERATIONS

A. EDGE GUIDE SETTING - The Edge Guide must be properly positioned.

B. DEPTH OF PUNCH CONTROL KNOB - (Power Punch PB & 30 Plastic Comb binding versions only). The Depth of Punch Control Knob must be properly adjusted.

C. PUNCH ACTIVATION - When the Power Punch is first turned on, it is automatically ready for either "Punch Button" or "Foot Pedal" activation. To activate the "Auto Punch" option (not available on PP-30 version) press the "Auto Punch" button on the control panel (See Figure A.1).

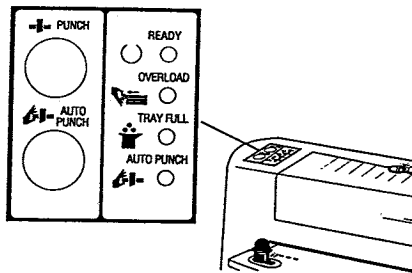


Figure A.1

4.0 OPERATING INSTRUCTIONS

SEQUENCE OF PUNCHING OPERATIONS continued

The following sections provide details for effectively completing punching operations. Read these sections completely and become familiar with the various machine components before changing settings.

A. EDGE GUIDE SETTING

To avoid inadvertent punching during set-up, be sure the machine's main power switch is in the OFF/O position.

Standard Sheet Sizes

1. The Power Punch table has Edge Guide alignment markings for standard sheet sizes. Loosen the Screw Knob on the Edge Guide and move the right side of the Edge Guide to the alignment line for your paper size (see Figure A.2). For 8-1/2" x 11" paper or covers use "paper" indicator. Tighten the Screw Knob. Turn the main power switch ON/I. When punching oversized covers, simply rotate the outer edge guide from the paper setting to the cover setting.
2. Behind the front panel door are disengageable pull pins. If pulled out, a hole will not be punched in that location. This allows various paper sizes to be punched without nicking the edge. (See Figure A.3). **IMPORTANT: PULLPINS MUST BE COMPLETELY PULLED OUT OR PUSHED IN TO AVOID DAMAGE TO YOUR POWER PUNCH.**

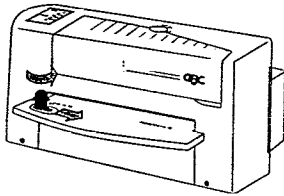


Figure A.2

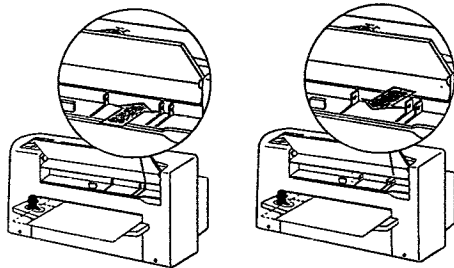


Figure A.3

4.0 OPERATING INSTRUCTIONS

SEQUENCE OF PUNCHING OPERATIONS continued

3. Insert a trial sheet **flush right**, completely into the Punching Throat, then move it to the left against the Edge Guide. (See Figure A.4).

4. Hold the test sheet in place and select the "Punch" button. Then depress the Foot Pedal or Punch Button located on the control panel to punch the test sheet.

5. Remove the punched sheet, fold it in half lengthwise, and determine if the space next to the first hole is equal to the space next to the last hole (see Figure A.5). If the spaces are not equal, slightly adjust the Edge Guide, punch another test sheet, and recheck the spacings. Repeat as needed until spaces are equal. If the edge of the sheet is being clipped, check to see if a pull pin should be disengaged.

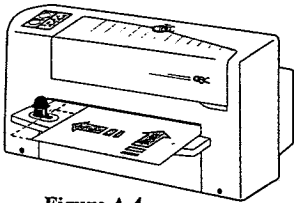


Figure A.4

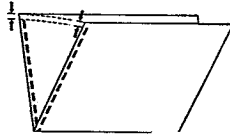


Figure A.5

B. DEPTH OF PUNCH CONTROL KNOB

(Power Punch PB & Power Punch 30 Only)

The Depth of Punch Control Knob determines the distance of the hole to the edge of the paper (see Figure B.1). It varies with book thickness and is dependent upon the diameter of the binding comb element to be used. The proper edge distance allows for easy turning of pages in bound books.

1. To change the setting, rotate the knob on top of the machine to the appropriate setting that matches the size of the plastic comb binding element to be used (see Figure B.2).

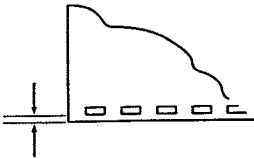


Figure B.1

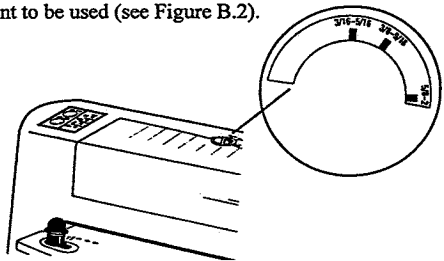


Figure B.2

4.0 OPERATING INSTRUCTIONS

SEQUENCE OF PUNCHING OPERATIONS continued

C. PUNCH ACTIVATION

The Power Punch can be activated in three different ways. When the machine is first turned on it is automatically ready to activate the punch by either pressing the "Punch Button" on the control panel, or by using the "Foot Pedal" activation. You also have the option of choosing "Auto Punch" (except Power Punch 30).

To attach the Foot Pedal, simply press the Foot Pedal tube firmly into the Pneumatic Switch connection at the rear of the machine (see Figure B.3).

When using the **Punch Button** or **Foot Pedal** activation. Insert the paper stack **flush right** completely into the punch throat, then slide the stack to the left against the Edge Guide (see Figure A.4). finally, depress the **Foot Pedal** or **Punch Button** to punch the paper.

When using the Auto Punch, first select the "Auto Punch" button on the control panel (see Figure A.1). Move the paper stack **flush right**, completely into the punching throat. Next, *quickly* slide the stack to the left against the Edge Guide to activate the automatic paper punch (see Figure A.4). Be sure the paper stack is completely in the punching throat before moving left to the Edge Guide to insure accurate punching alignment.

PAPER

The Power Punch is capable of punching a variety of paper weights and stocks. Because of the wide variation in the thickness and types of materials that can be punched, the maximum number of sheets to punch at one time will vary. As a guideline, the Power Punch can punch up to 30 sheets of 20 lb. bond paper per cycle for the Plastic Comb binding pattern, up to 25 sheets per cycle for the Twin Loop Wire binding patterns and up to 15 sheets for the Color Coil binding pattern. If more than the recommended sheets are placed into the punch throat, the punch may jam, then will automatically cycle a second time in an attempt to punch through the sheets and the "Overload" LED will illuminate.

Punching too many sheets per cycle may result in poor appearance of the punched holes and the finished book. This degradation of hole quality is due to the physics of paper punching and will vary with paper stocks and individual standards. Generally, reduction of the number of sheets punched per cycle will improve the appearance of the punched holes.

PLASTIC COVERS

To maximize machine life and obtain high quality punched, plastic covers, punch a maximum of three to four covers (GBC's 202 style) per cycle. For best results, separate each pair of plastic covers with a sheet of 20 pound bond paper before punching. Do not punch overhead projector transparencies.

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PAPER CHIP TRAY

IMPORTANT: The Paper Chip Tray on the Power Punch is located at the front of the machine base. To avoid jamming of the punching dies and paper chip overflow, **after a predetermined number of punch cycles the "Tray Full" light will illuminate and the Power Punch will shut off.** You must then empty the Chip Tray and **fully** insert it back into the machine to reset the Power Punch (see Figure B.3). The system will not operate without the Chip Tray in place. The "Tray Full" LED will flash to indicate this.

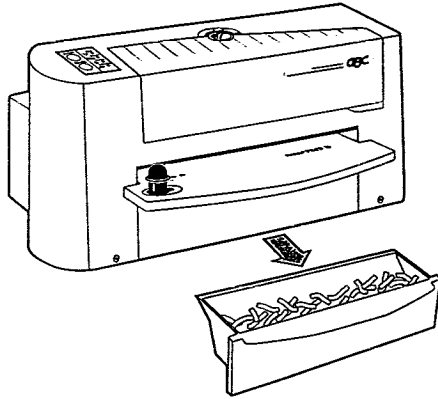


Figure B.3

2.0 SPECIFICATIONS

	115 VAC	230 VAC
Required Electrical Service:	115V AC +/- 10%, 60 Hertz, US / Canada 127V AC +/- 10%, 60 Hertz Mexico Two Wire service with ground	230V AC +/- 10%, 50 Hertz, Two wire service with ground
Electrical Rating:	115V AC 5.75 A Maximum 60 Hertz Single Phase	230V AC 50 Hertz Single Phase
Power Consumption:	180 Watts	
Motor:	1/5 HP	
Duty Cycle:	Continuous Duty at the punching rate of 2 seconds on and 8 seconds off. Higher rate could overheat motor and trip thermal fuse.	
Noise Level:	74 db	
Dimensions:	20 1/2" (52.07 cm) Wide 16 1/4" (41.27 cm) Deep 11 1/4" (28.57 cm) High	
Machine Weight:	58 lb.. (26.4 kg)	
Machine Weight Packaged:	65 lb.. (30 kg)	
Punch Hole Configuration:	Plastic Bind Twin Loop Wire Twin Loop Wire Plastic Coil	Rectangular Rectangular 2:1 Square 3:1 Round 4:1
Punching Capacity at nominal line voltage:	Plastic Bind 19 & 21 holes Twin Loop 3:1, 2:1, A4 Plastic Coil 4:1, A4	30 Sheets of 20 lb. Bond 25 Sheets of 20 lb. Bond 15 Sheets of 20 lb. Bond
Maximum Punching Length:	11.7" (210 mm) in One Step	
Safety Agency Approval:	NRTL/C (CSA), Dentori, NOM, FCC Class A, DOC Class A	TUV, CE/Certificate, CB Scheme Report