

Figure 1

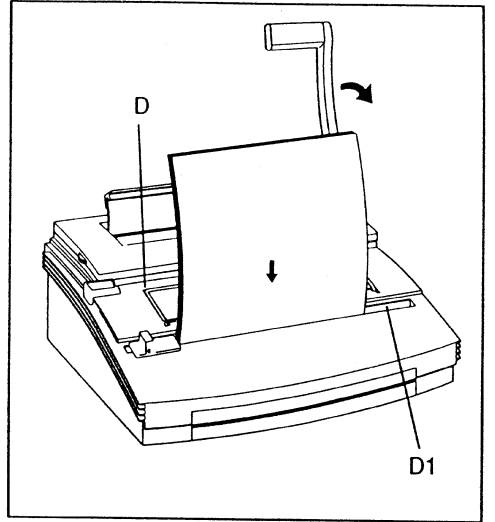


Figure 2

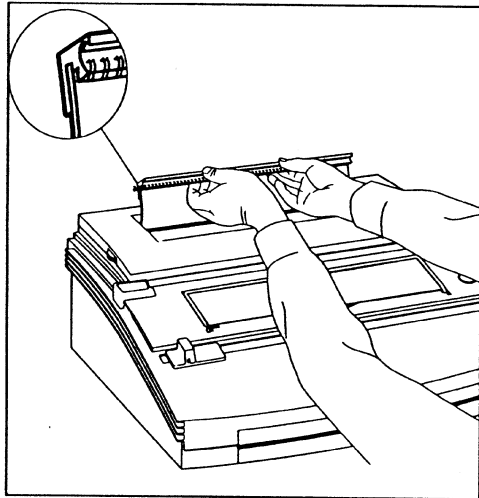


Figure 3

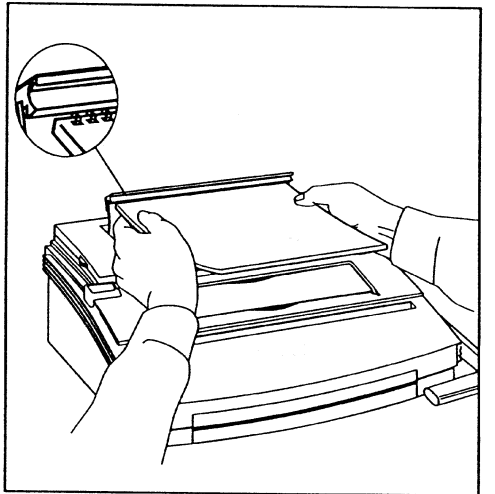


Figure 4

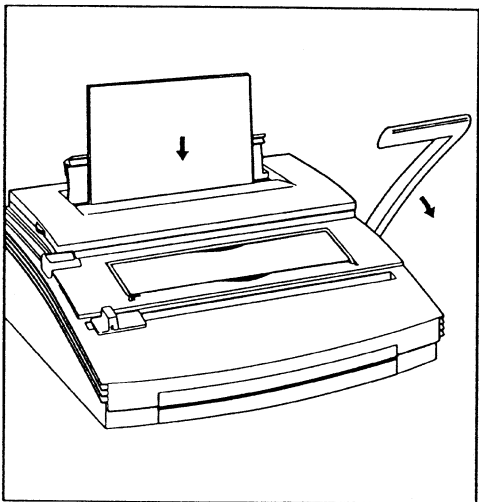


Figure 5

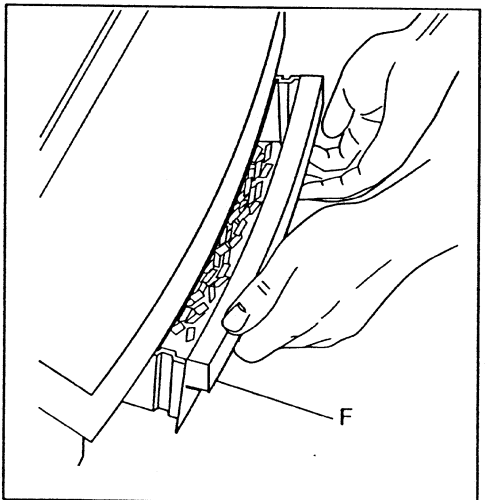


Figure 6

⚠ GENERAL SAFEGUARDS

- Use the DocuBind TL200 only for its intended purpose of punching and binding paper and covers according to the indicated specifications.
- Do not place anything in the punch opening of the machine other than paper and cover stock.
- Place unit on a secure, stable work area to prevent the machine falling and possibly causing personal injury and damage to the unit.
- Follow all warnings and instructions marked on the product.
- Lift the machine from the bottom, not the cover.
- Do not lift the machine by the cover or paper holder wire.

Thank you for purchasing the GBC DocuBind TL200. This system features our wire holder design that enables you to assemble your document as you punch, making it easier to load paper onto the twin loop wire than previous systems! The DocuBind TL200 advanced punching technology also makes it easier to punch more paper at once while providing greater reliability.

A. GETTING STARTED

1. Push the handle (A) onto the punching shaft located on the right side of the machine (see figure 1). Align the flat spot of the handle with the flat of the shaft.
2. Secure handle with allen wrench provided.
3. Insert U shaped wire support bracket into holes on top rear of machine.

B. DETERMINE SHEET WIDTH

1. Set Edge Guide (B) to paper size you wish to bind (11", 8-1/2" letter size, 11-1/4" oversized cover, A4 ring, A5, Japan A4) (see figure 1). When using oversized covers, set the Edge Guide on Covers, punch all of the covers for your job and set aside. Move the Edge Guide back to the 11" setting to punch your contents then bind.

C. DETERMINE WIRE SIZE

1. Slide the Binder Sizer open (C) (see figure 1).
2. Place document including covers behind Binder Sizer.
3. Release the Binder Sizer and select the wire binding element that corresponds with the size shown by guide. For best results, always use GBC brand covers with GBC color-coordinated wire.

D. PUNCHING PAPER (see figure 2)

1. Lift the Paper Support (D) into place, optional.

2. Align sheets or covers and insert edge to be bound into punch throat (D1).
3. Jog the sheets until they are flush against the edge guide and the bottom of the punch throat. Allow the paper to rest against the Paper Support, or, you may prefer to hold the sheets in place with one hand.
4. To punch, pull the Handle (A) toward you. Pull all the way down to punch completely through the paper. Punches up to 20 sheets of 20 lb./80 gram paper at once. Punch only TWO clear covers at a time to prevent jams and excessive wear.

E. BINDING

1. Using the dial on the left side adjust the Wire Crimper to correspond with the wire element size to be used.
2. Place the large loops of the wire element into the Wire Holder as shown in figure 3. Be sure it is firmly secured with the small loops facing toward you.
3. Place your punched pages face downward onto the small loops of the wire element. Then place your front and back covers face-to-face against each other. Place the covers onto the wire element with the back cover first and the inside of the front cover facing upward. This step ensures that after crimping the seam of the wire element will be hidden between the back cover and last page (figure 4).
4. Hold the wire element firmly at each end of the book and remove it from the Wire Holder by sliding it to the left or lifting it off. While firmly holding the wire element at each end place the book with the open end of the wire face down into the Wire Crimper. You can release the book so it rests against the support rack or continue to hold it with one hand (figure 5).
5. To crimp the wire together pull the handle down toward you completely until it goes no further. Remove the book and flip the front cover around to the front. Your presentation is now complete.

F. EMPTY CHIP DRAWER

1. Empty Chip Drawer (F) after repeated use. Pull drawer gently toward you to open. When putting back in, the drawer will snap into place (see figure 6).

G. SERVICE

Should your DocuBind require service contact:
Quartet, a GBC Company
5700 Old Orchard Road
Skokie, IL 60077 USA
1-800-541-0094
<http://www.quartetgbc.com>

SPECIFICATIONS

Dimensions:	18" (W) x 8 1/2" (H) x 16" (D) 457mm x 216mm x 406mm	Bind Capacity:	125 sheets or 9/16" (14mm)
Weight:	27 lbs. (12.5 kg.)	Maximum Sheet Width:	11.7" (297mm A4)
Punch Capacity:	20 sheets of 20 lb. paper 20 sheets of 80gm ² paper	Dis-engagable Pins:	1 (A5 paper) within wire storage bin

will NOT do 8 1/2 size