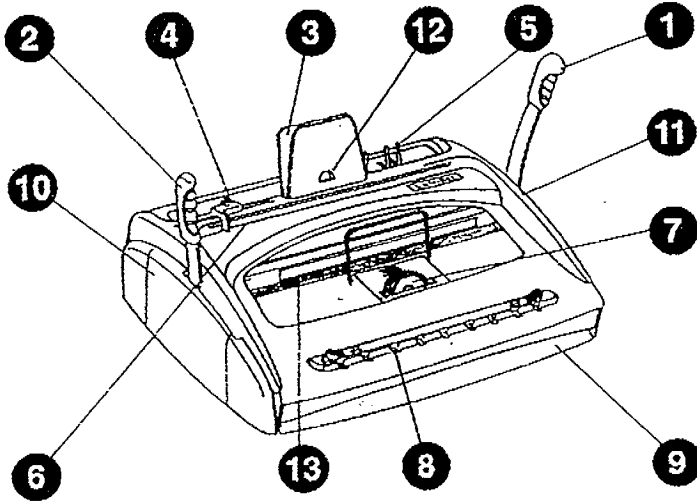


# WIREBIND™ 200

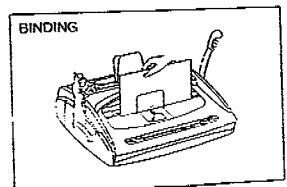
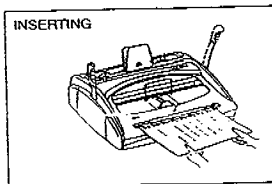
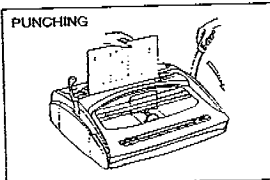
## OPERATING INSTRUCTIONS



- 1 - Punching Lever
- 2 - Binding Lever
- 3 - Adjustable Sheet Rest
- 4 - Edge Guide
- 5 - Punch Selector Pins

- 6 - Punching Throat
- 7 - Wire Closing Wheel
- 8 - Wire Element Holder
- 9 - Paper Chip Tray
- 10 - Left-Hand Casing

- 11 - Right-Hand Casing
- 12 - Wire Size Guide
- 13 - Closing Mechanism



# WIRE PUNCHING AND BINDING MACHINE

## WireBind™ 200

### Assembly

Fit the punching lever ① onto the right-hand spindle of the machine and attach it using the enclosed screw. Repeat the same operation ② for the binding lever ③ on the left-hand spindle. Fit the adjustable sheet rest ④ on the edge of the punching throat ⑤ and secure with the two screws. Clip the left-hand ⑥ and right-hand ⑦ casings onto the machine cover. Your binding machine is now ready for use.

### Using the WireBind 200

#### Choice of Wire Binding element

- 1 - Choose the wire binding element to suit the number of sheets in the document to be bound using the table on page 2. You may also determine the size wire to use by lifting up on the wire size guide ⑧, placing the document down to the right of the wire size, pressing down on the guide and reading the size of the wire to use through the window of the guide.
- 2 - Turn the gray wire closing wheel ⑨ to adjust the width of the wire closing mechanism to correspond to the wire binding element size you have selected. The red mark in the gauge should line up next to the binding element diameter you want to use.

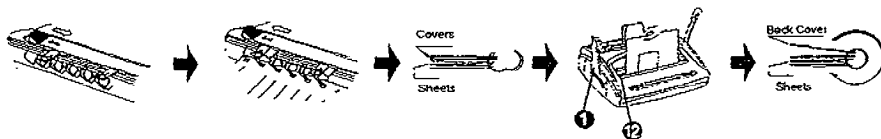
#### Punching

- 3 - Adjust the gray paper edge guide ⑩ so the first and last holes in your punched paper are at an equal distance from each edge of the sheet. Refer to the square holes printed on the machine to assist you in getting the paper properly aligned. Test a piece of paper to set up the first time you punch.
- 4 - It is possible to release several of the punches by pulling up on the punch selector pins ⑪. If pulled out, a hole will not punch in that location. This allows various paper sizes to be punched without nicking the edge.
- 5 - Insert a maximum of 20 sheets completely into the punch throat ⑫ aligning the edge of the paper against the gray paper edge guide.
- 6 - Pull down on the punching lever ① to punch sheets and return to vertical position after punching.

#### Binding

- 7 - Place the wide loops of the wire binding element over the metal wire element holder ⑬ located on the front of the machine. Push the holder to the right (as shown below) to secure the wire in place. The wire binding element will now be in position with the narrow loops closest to you facing upward.
- 8 - Place the punched sheets on the narrow loops of the wire binding element. The first page of the document should be the last page inserted onto the wire before the covers and should be facing up toward you. Insert the front cover facing up and then place the back cover with the back of it face-to-face with the front cover. Push the wire element holder back to the left to release the wire. Carefully remove the document from the metal hooks by holding the wire binding element on both ends and lifting up.
- 9 - Lay your document in the closing mechanism ⑭, making sure the open wire end is perfectly flat against the bottom of the surface. Pull down the binding lever ③ completely to close the wire binding element.
- 10 - Take the document out of the machine and rotate the back cover 360° to complete the document.

NOTE: Periodically check the paper chip tray ⑮ by pulling it forward and emptying.



<b>Wire Binding Size Guide</b>	
1/4" up to 46 sheets	7/16" 93 sheets
5/16" up to 62 sheets	1/2" 109 sheets
3/8" up to 78 sheets	9/16" 125 sheets

<b>WireBind 200 Technical Specifications</b>	
Maximum Binding Length	13,3 inches
Punching Capacity	20 sheets
Number of Punches	38
Maximum Wire Size	9/16"
Dimensions (H x D x W)	6 <sup>1/4"</sup> x 18 <sup>1/8"</sup> x 17 <sup>1/2"</sup>
Weight	44 lbs
Warranty	90 days

**GBC**® *General Binding Corporation*  
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