

## **CombBind® C210E**

- Ⓒ *Instruction Manual*
- Ⓕ *Manuel d'utilisation*
- Ⓓ *Bedienungsanleitung*
- Ⓘ *Manuale d'istruzioni*
- Ⓖ *Gebruiksaanwijzing*
- Ⓔ *Manual de instrucciones*
- Ⓟ *Manual de Instruções*
- Ⓓ *Kullanım Kılavuzu*
- Ⓖ *Οδηγίες*
- Ⓓ *Brugsvejledning*
- Ⓕ *Käyttöopas*
- Ⓖ *Bruksanvisning*
- Ⓕ *Bruksanvisning*
- Ⓒ *Instrukcja obsługi*
- Ⓒ *Návod k obsluze*
- Ⓕ *Használati útmutató*
- Ⓒ *Руководство по эксплуатации*

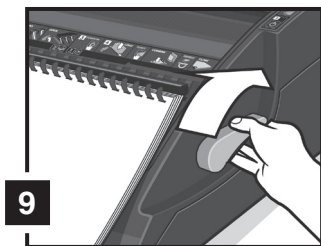
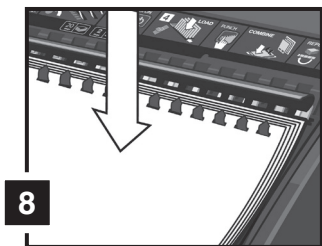
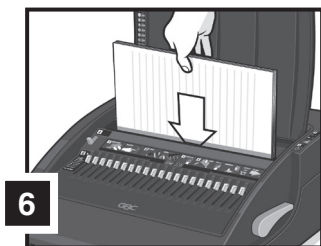
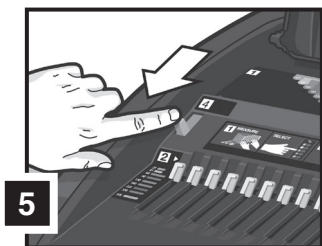
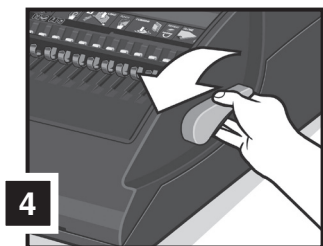
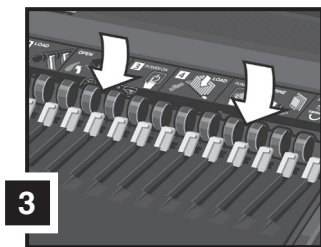
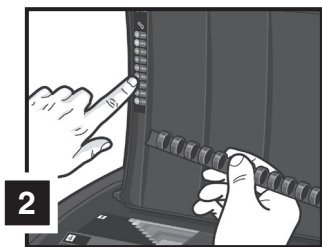
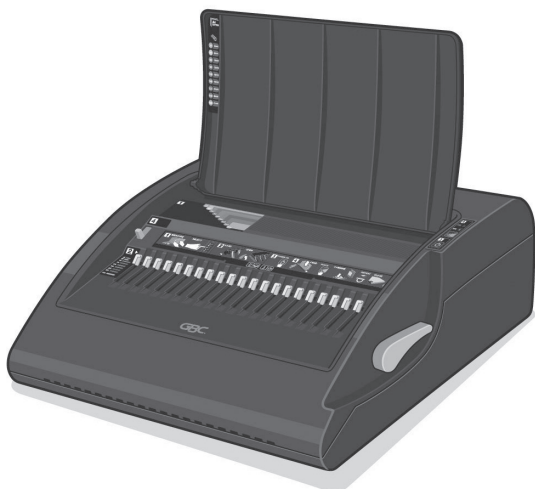


**ATTENTION**

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<b>English</b>	<b>4</b>
<b>Français</b>	<b>6</b>
<b>Deutsch</b>	<b>8</b>
<b>Italiano</b>	<b>10</b>
<b>Nederlands</b>	<b>12</b>
<b>Español</b>	<b>14</b>
<b>Português</b>	<b>16</b>
<b>Türkçe</b>	<b>18</b>
<b>Ελληνικά</b>	<b>20</b>
<b>Dansk</b>	<b>22</b>
<b>Suomi</b>	<b>24</b>
<b>Norsk</b>	<b>26</b>
<b>Svenska</b>	<b>28</b>
<b>Polski</b>	<b>30</b>
<b>Česky</b>	<b>32</b>
<b>Magyar</b>	<b>34</b>
<b>Русский</b>	<b>36</b>






## Specifications

	GBC® CombBind® C210E
Max. width of paper	Letter, DIN A4 – 297mm
Punching capacity paper	Max. 20 sheets (80gsm)
Punching capacity, plastic covers	Max 2 sheets, 0.2mm each
Net weight	13.61kg
Dimensions (W x D x H)	400x403x148mm
Electrical	220-240 VAC

Subject to technical changes without prior notice.

## Important safeguards



 **FOR YOUR PROTECTION, DO NOT CONNECT THE COMBBIND C210E TO ELECTRICAL POWER UNTIL YOU READ THESE INSTRUCTIONS COMPLETELY. KEEP THESE INSTRUCTIONS IN A CONVENIENT LOCATION FOR FUTURE REFERENCE. TO GUARD AGAINST INJURY, THE FOLLOWING BASIC SAFETY PRECAUTIONS MUST BE OBSERVED IN THE SET-UP AND USE OF THIS PRODUCT.**

The following symbols appear on this product, and their meaning is as follows:



Power on/off



Punch



Jam



Chip tray full

## General safeguards

- Use the CombBind C210E 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.

## Electrical safeguards

- The CombBind C210E must be connected to a supply voltage corresponding to the electrical rating of the machine as indicated on the serial/rating plate or in this manual.



**CAUTION: THE POWER RECEPTACLE MUST BE LOCATED NEAR THE EQUIPMENT AND BE EASILY ACCESSIBLE.**

- Unplug the CombBind C210E before moving it, or when it is not in use for an extended period of time.
- Do not operate with a damaged supply cord or plug, after it malfunctions, or 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.
- Do not alter attachment plug. Plug is configured for the appropriate electrical supply.
- The unit is intended for indoor use only.
- Never push objects into this product through cabinet slots. Do not spill liquid of any kind on this product.
- Do not operate if the product has been exposed to rain or water.

## Guarantee

Operation of this machine is guaranteed for 2 years from date of purchase, subject to normal use. Within the guarantee period, ACCO Brands Europe will at its own discretion either repair or replace the defective machine free of charge. Defects due to misuse or use for inappropriate purposes are not covered under the guarantee. Proof of date of purchase will be required. Repairs or alterations made by persons not authorised by ACCO Brands Europe will invalidate the guarantee. It is our aim to ensure that our products perform to the specifications stated. This guarantee does not affect the legal rights which consumers have under applicable national legislation governing the sale of goods.

If you experience a technical fault with your product during the warranty period, please contact the relevant **ACCO service centre**. Depending on the diagnostics and the model type, we will either arrange a service call by an engineer or we will ask you to return the machine to ACCO. If you return the machine, ACCO will, at its discretion, in accordance with law, either (i) repair the machine using either new or refurbished parts, or (ii) replace the machine with a new or refurbished machine that is equivalent to the machine being replaced.

Register this product online at [www.gbceurope.com](http://www.gbceurope.com)

## Helpful hints

For maximum productivity follow stages 6 to 9 starting with your front cover, then your paper sheets (20 at a time) and finishing with the back cover.

For best results always use GBC® brand covers with GBC® colour-coordinated binding combs.

The binding comb can be opened and closed again at any time to replace or add individual sheets (see step 4).

## How to bind

- 1 **Measure document using colour coded guide (fig.1)**  
Open the lid of the machine and rest your document (including any cover sheets you have chosen) against the lid on the 'staging' area provided. Gently push the document back against the lid and check the document size using the colour coded guide on the staging area. You can leave your document on the staging area in readiness to punch.
- 2 **Select comb which fits your document (fig.2)**  
Use the comb size guide to select the size of comb that fits your document i.e. 25 sheet document = 6mm comb.
- 3 **Load comb onto machine (fig.3)**  
Insert the binding comb next to the white positional arrow on the machine, behind the metal comb support fingers, with the open side of the comb pointing upwards.  
**Note:** If using GBC® ProCombs™ the white arrow on your comb should align to the white arrow on the machine.
- 4 **Open comb by turning lever towards you (fig.4)**  
The coloured arrows adjacent to the opening comb act as a guide as to how far to open in order to allow punched sheets to be easily inserted.  
**Note:** If using GBC® ProCombs™ the coloured line on your comb should align to the coloured arrows on the machine for faster binding.
- 5 **Select document size (fig.5)**  
Adjust the edge guide button to select the paper / cover size you wish to bind; A4 (297mm x 210mm) or Letter (215mm x 279mm) When using oversized covers, select the oversize position, punch the covers for your document and set aside. Then select either A4 or Letter and proceed.
- 6 **Load pages into slot (fig.6)**  
You can punch 2 cover sheets (PVC /240gsm Card only - other materials x 1 sheet) or up to 20 sheets of paper (80gsm) at a time.  
**Using the conventional method:** Select the quantity of sheets to punch and tap the edge of the sheet stack against the staging area to ensure that all sheets are aligned. Place the stack to be punched directly into the punching slot and slide to the left until it comes to rest against the edge guide. Your sheets will now be perfectly aligned.

**Using the gravity fed paper count method for increased productivity:** Pull forward your document (or a stack of sheets from your document) from its resting position against the lid. Continue until it meets the wall in front of the punch slot. Relax your grip on the document or stack and the first 20 sheets will fall directly into the punching slot. Return the sheets not engaged in the punch slot back to a resting position against the lid. Slide the sheets in the punching slot to the left as far as they will go.

- 7 **Punching the document (fig.7)**  
Press the ON / OFF button . A blue light will illuminate to indicate that the power is on and the punch button will light up in green.  
To punch, press the illuminated green punch button .

When finished punching turn the machine OFF by pressing the ON / OFF button.

If the punch jams the red jam light will illuminate to indicate that the machine has jammed. The machine will automatically reverse the punches to clear the jam and the red jam light will remain illuminated. Remove the paper and push the punch button to re-set the machine. The red jam light will turn off indicating that the machine is ready to punch. Reduce some of the sheets and repeat steps 2 to 4 to avoid jams on additional lifts.

**Note:** If the red light remains on, unplug the unit and contact an authorised GBC service representative for any required repairs.

When finished punching turn the machine OFF by pressing the ON / OFF button.

- 8 **Assemble pages onto open comb (fig.8)**  
Remove the sheets from the punch slot and insert onto the fingers of the binding comb.
- 9 **Repeat process as required**  
Repeat stages 6-8 until your document is fully loaded on the comb.
- 10 **Close (fig.9)**  
Close comb and remove document.

## Maintenance

Please ensure that the clippings tray is emptied on a regular basis. This will prevent blockage and ensure that the unit is always ready to punch. The clippings tray can be accessed from the side of the machine.



In order to prevent overloading never try and punch more than the maximum numbers of sheets recommended (20 sheets of 80gsm). The unit is maintenance free if handled correctly.

## Service

Contact an authorised GBC® service representative for any required repairs.