



GBC WireBind W15 Instruction Manual

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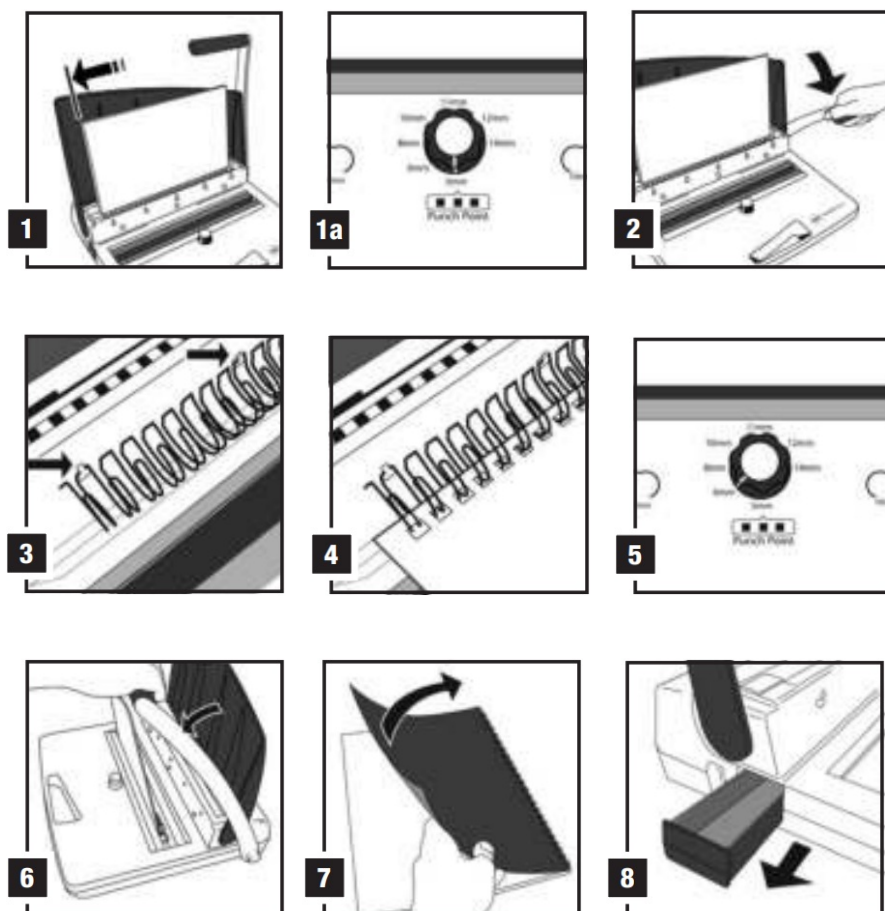
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To register and activate the warranty go to
www.accoeuropa.com

ATTENTION



Specifications

	GBC WireBind W15
Max Punch Capacity	15 sheets (80 gsm)
Max Punch Capacity	1 sheet PVC Plastic Cover (0.18mm)
Max Document Size	DIN A4 (297mm)
Punching Pattern	34 loop wire Binding
Max Bind Capacity	125 sheets
Max Wire Size	14mm
Net Weight	7.3kg
Dimensions (LxWxH)	400mmx330mmx130mm

Special notice

Thank you for choosing a GBC Binding Machine. We aim to produce quality binding machines at an affordable price, with many advanced features to enable you to create excellent results every time. Before using your machine for the first time, please take a few minutes to read through this guide.

Safety instructions



YOUR SAFETY AS WELL AS THE SAFETY OF OTHERS IS IMPORTANT TO ACCO BRANDS EUROPE. IN THIS INSTRUCTION MANUAL AND ON THE PRODUCT ARE IMPORTANT SAFETY MESSAGES. READ THESE MESSAGES CAREFULLY.

General safeguards

- Please read the instructions and keep them safe for future reference.
- When using the machine, always ensure the machine is on a flat and stable surface.
- Keep out of reach the reach of children at all times.

- Do not tamper in any way with the internal mechanisms of this machine.
- Do not immerse in liquid.
- Test the punching system with a scrap piece of paper first.
- Take care that there are no staples or such like in the document prior to punching.
- Do not place anything in the punching entry other than paper up to 15 sheets (80gsm) or one PVC plastic cover up to 0.18mm.
- Only carry the machine using the carry handle, never the punching arm.
- Empty the clippings tray regularly.

Setting up

1. The handle needs to be installed onto the shaft to the right of the machine. Slot the handle onto the shaft and secure with the screw.
2. Retain the packaging in case you need to return the machine for repair. Place on a secure, stable surface.
3. The punching mechanism is coated with a protective film, which will mark your paper. To clear this, punch scrap sheets of paper until clean prior to punching.

Punching the document

1 Lift the lid and punch handle to the upright position. Insert the document into the punch throat, maximum 15 sheets at a time. Jog the sheets until they are flush against the paper stop. (see fig 1)

Important: Always set the wire closure control to the Punch Point setting during punching. (see fig 1a)

2 Pull the punch handle towards you until all papers have been punched. (See fig 2) Then, return the punch handle to its original position and remove the paper from the punch throat. Repeat this operation until all papers have been punched.

Important: If punching PVC covers, insert no more than one cover at a time as this material, in large quantities, could cause jams or excessive wear. It is recommended to punch PVC cover along with 1 sheet of normal paper. This will allow better punching holes quality.

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Binding the document

1 Choose the correct wire size according to the chart on the front of the machine. Hook the large end of the wire onto the wire holder. (see fig 3)

2 Feed each paper stack onto the wire and repeat until your document is complete. (see fig 4)

Binding Tip

Place the covers onto the wire loops with the front cover first and the inside of the back cover facing upwards. This step ensures that after crimping the seam of the wire loops will be hidden between the back cover and the last page.

3 Turn the wire closure control until it matches your desired wire size. Refer to the chart on the machine for guidance. (see fig 5)

4 Support the document whilst lifting the wire element off the wire support feature. Insert the document into the

wire closing jaws. (wire opening face down). Support the document and pull down the punch handle SLOWLY until it goes no further. (see fig 6)

5 Take out the bound document and flip the back cover over. The booklet is now complete. (see fig 7)

Waste tray

- The waste tray is located on the left-hand side of the machine. Empty the tray on a regular basis, to prevent clogging and possible damage. (fig 8)

Problems getting started

- With over 50 years experience in making binding machines, we know that when a machine is used for the first time, punching errors can occur. In order to get best results, we recommend that a 'practice punch' should be carried out.

Quickly you will see how easy the machine is to use and you will not damage any crucial documents. If however you do experience problems, it may be for the following reasons:

Symptom	Cause	Corrective action
The punch holes are not parallel with the edge of the paper	Paper chips are blocking the throat area	Insert paper into the throat area and slide the paper from left to right, to clear the blockage
	Paper was not inserted flush against the back wall of the punch throat	Insert paper fully into the punch throat, until the paper stops going in
The end punch hole is over the end of the paper	The edge guide is not set to the same size as the paper or the paper is not flush against the edge guide	Ensure that the edge guide is on the correct paper setting and that the paper is flush against it

If you have persistent problems with the W15, please contact your dealer.

Guarantee

Operation of this machine is guaranteed for two 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.

Register this product online at www.accoeurope.com

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Service

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Documents / Resources



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References

- [RBC SOLAR Japan.co.jp Version 2022](#)
- [Rexel | Paper Shredders | Staplers | Hole Punches | Stationery](#)
- [X XERTEC a.s. | kancelářská technika a stroje](#)