

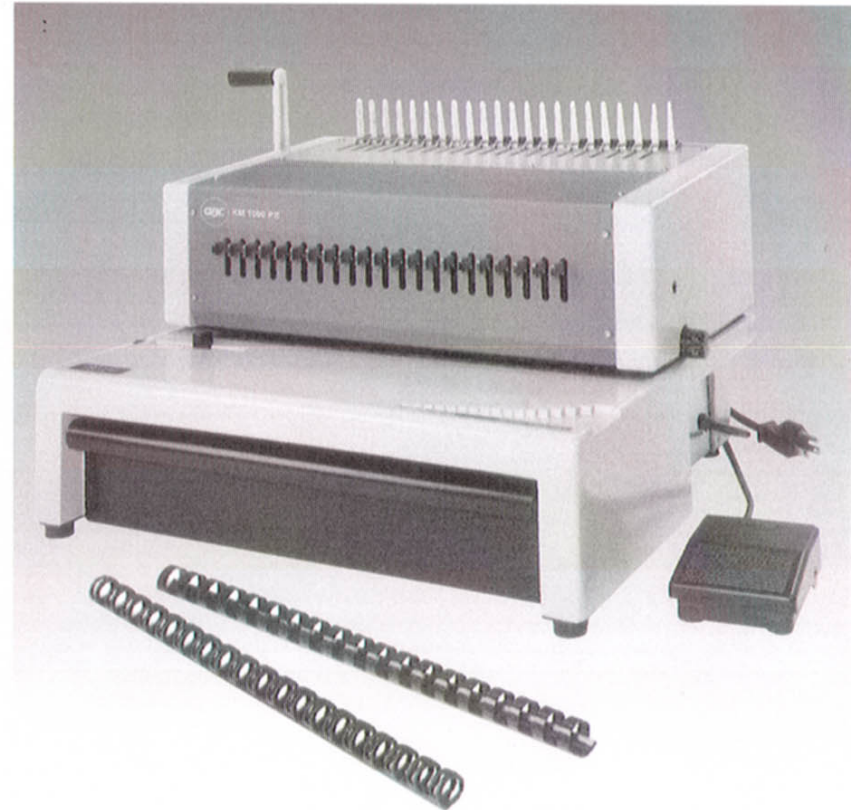
## LIMITED WARRANTY

The GBC punching and binding equipment warranty covers defects in materials and workmanship for a period of 90 days from date of purchase. This warranty does not extend to any GBC machine that has been subject to misuse, neglect, accident or if the unit has been opened. This warranty is valid only in Canada.

**GBC**

GBC Canada Inc.  
1.800.463.2545  
www.gbccanada.com

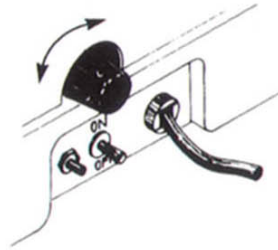
**GBC** KM1000PB



**Instruction Manual**

## SET-UP

- 1** Attach the handle to the machine on the left side and push in firmly to secure.
- 2** Turn power switch on (location on right side of machine). Allow 30 seconds for motor to reach full speed. In cold weather, allow machine to reach room temperature before turning power on.

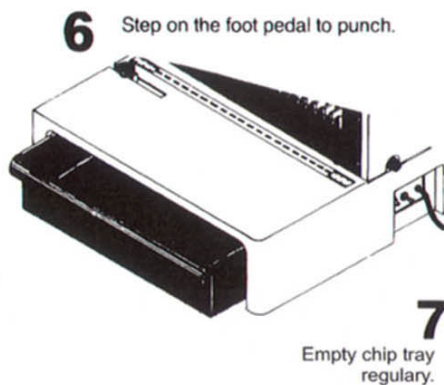
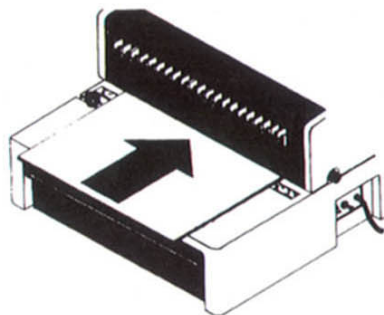


## PUNCHING

- 3** The black dial on the right side of the machine is the 4-position depth selector used to vary the distance between the punched hole and the paper's edge from 1/16" to 3/16". This feature is ideal for thicker documents that require wider margins for easy page turning and more secure binding.
- 4** KM1000PB has 21 disengagable dies which makes it possible to punch virtually any length document. To punch the standard 19-hole pattern for 11" paper, pull the first die and last die (#1 and #21 on the back punch diagram).

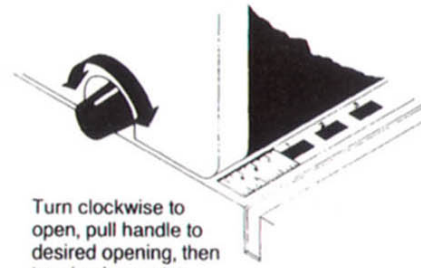


- 5** Put sheets flush into the machine. (Use side guide for side adjustment).
- 6** Step on the foot pedal to punch.

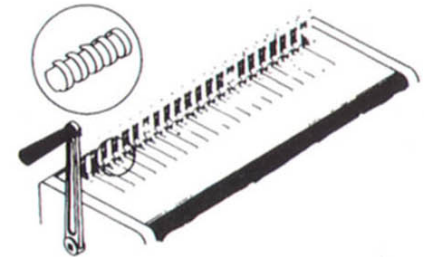


## BINDING

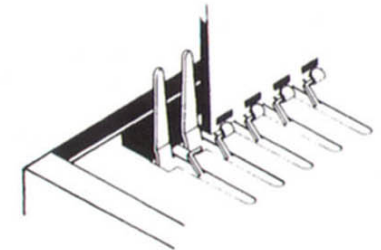
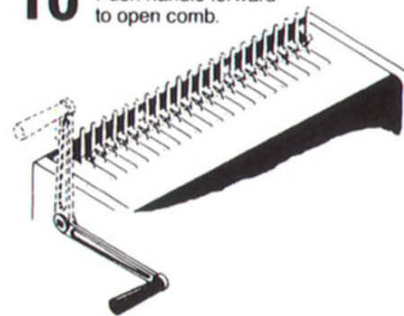
- 8** The black knob on the left side of the machine can be set to lock in comb opening settings. The handle stops automatically at the same position each time for quicker operation during long binding runs.
- 9** Insert binding comb open side up, between the tines of the metal rake.



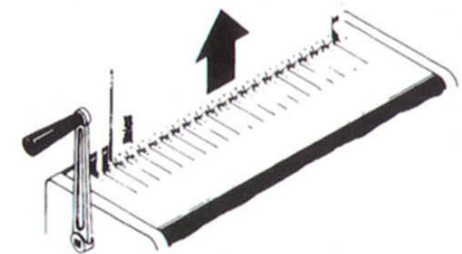
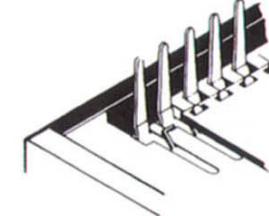
Turn clockwise to open, pull handle to desired opening, then turn knob counter-clockwise to lock.



- 10** Push handle forward to open comb.
- 11** Insert paper vertically, cover facing the user.



- 12** Lay paper horizontally (or flat), then return handle to vertical position to close comb.
- 13** Remove book vertically.



- 14** To revise a document, simply place bound document into the metal rake then repeat Steps 9 & 10. Remove or add sheets as required. Repeat Steps 11 through 13.

**SEE WARRANTY INFORMATION ON BACK.**

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