



WireBind W22 Instruction Manual

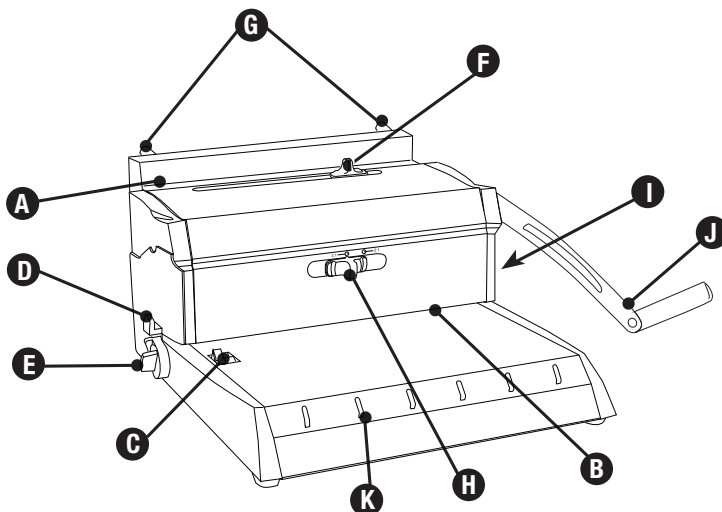


Specifications

	GBC WireBind W22
Operation mode	manual
Max. binding size	A4 and extra large size
Hole pitch	8.5mm, 3:1 pitch 12.5mm, 2:1 pitch
Number of punch slots	34 / 23
Margin depth (2 mm - 6mm)	Variable (2:1 Wire only)
Punching paper (80gsm)	20 sheets
Punching PVC plastic foils (0.2mm)	max. 2
Max. wire diameter	32mm
Binding capacity	250 sheets
Net weight	14.2kg
Dimensions WxDxH	360x440x190mm

Location of controls

- A** Wire binding channel
- B** Punching slot
- C** Paper stop
- D** Margin adjuster
- E** Extended punch guide
- F** Wire size selector
- G** Wire size adjuster
- H** Punch pattern slider
- I** Clippings tray (located at side of machine)
- J** Punching/ Wire closing handle
- K** Wire holder



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 and retain these instructions for future reference.

Safety instructions



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

- Use the machine only for its intended purposes.
- Ensure that the machine is operated on a flat stable surface.
- To avoid overloading your machine, please refer to the maximum punch guide located on the front of your machine before punching.
- DO NOT punch metallic objects such as staples or paper clips.
- Please empty the waste tray regularly.
- Lift the machine from the bottom, not the cover or the handle.
- To avoid risk of injury DO NOT put your fingers into the wire binding channel.

Setting up

- Set the machine up on a flat stable surface.
- Attach the handle to right side of machine and thread the screw into the hole at the end of the square shaft.

NOTE: The punching mechanism is coated with a protective film of lubricant, which will mark your paper. Clear this by punching scrap sheets of paper until clean prior to binding.

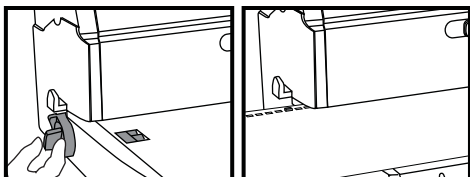
Operation/Punch paper

- Place entire document (including any cover sheets you have chosen) on the paper thickness and spine size guide. Read off the required spine size (mm) on the scale.
- Set the punch pattern slider (3:1 → ● ← 2:1) located at the centre front of machine.
- Set the margin adjuster (2mm – 6mm) located at the left side of machine. This feature is for 2:1 Wire punching only, ideal for thicker documents that require wider margins for easy page turning and more secure binding.
- Rotate the paper stop (A4 / A5 / Letter) to the document size you wish to bind.
- Jog or align sheets into the punch throat, make sure they are flush into the machine and against the paper stop.
- Hold the document in position and slowly pull down the right punching handle to punch. Repeat the process until the entire document is punched.

IMPORTANT: If punching PVC covers, insert no more than 2 covers at a time, as this material could cause jams or excessive wear if punched in large quantities. It is recommended to punch 2 PVC covers along with 1 sheet of normal paper. This produces better quality holes.

Punching oversize document


- Set the paper stop flush along the punching table.
- Rotate the extended punch guide to select punch pattern pin.
- Align the partial punched oversize paper over punch pattern pin and into the punch throat before completing the punch.



Binding

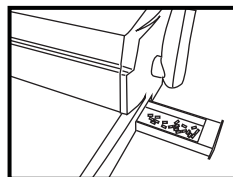
- Place the wire binding element (open side up) on the wire holder.
- Load punched paper stack onto the wire binding element.
BINDING TIPS: Load the internal sheets onto the wire first, followed by the front PVC/PP cover and the rear cover.
- Set the wire size selector located at the centre top of machine according to the wire binding element used.
- Carefully remove the document with the inserted wire binding element from the wire holder.
- Place the document into the wire binding channel (wire binding element opening face down).
- Support the document with your left hand and slowly pull down the wire closing handle with right hand until it stops. Return handle to its original vertical position.

CAUTION: Take care to ensure your fingers do not get caught in the binding channel during the binding process (danger of crushing finger)

NOTE: If the wire binding element does not close properly, check that the wire size selector has been set to the correct wire size. Else, tune the wire size adjuster () located at the back side of machine. This feature is for refining wire closing result. Turning the knob counter clockwise reduces the opening and clockwise enlarges the opening.

Waste tray

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



Certificate of Warranty

(For use in Singapore only)

No. 290715

Model : _____
Serial No. : _____
Validity : 1 year from date of purchase



IMPORTANT: Certificate of Warranty must be produced together with proof of purchase (e.g. sales invoice, receipts, etc) when your equipment requires our service. All services provided after warranty period will be chargeable.

Terms and conditions

ACCO Brands Asia hereby certify that all machines of whatever designs are free from any defects in materials and in workmanship under normal use and service for twelve (12) months from date of purchase. Should any defects occur within the aforesaid period, ACCO Brands Asia shall at their absolute discretion, effect repairs or replacement of any part of the said machine free of costs.

1. This warranty shall not be transferable, negotiable or assignable to any third party.
2. This warranty shall be considered **VOID** under the following circumstances:
 - a. The serial number of the machine has been altered or removed.
 - b. The machine has been subjected to misuse, accident, and negligence.
 - c. The machine has not been installed, maintained or operated in accordance with the instructions given in the instruction manual.
 - d. The machine has undergone repairs, adjustments or corrections made to it by unauthorised person.
 - e. The machine has been dismantled by unauthorised person.
3. This warranty is applicable only in Singapore.
4. This warranty shall exclude all faults/defects caused by natural wear and tear.
5. This warranty shall exclude all other warranties & guarantees, expressed or implied other than mentioned above.
6. No notices will be given on expiry of this warranty. ACCO Brands Asia reserves the rights to amend or modify the terms and conditions of this warranty without giving any prior notice.



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