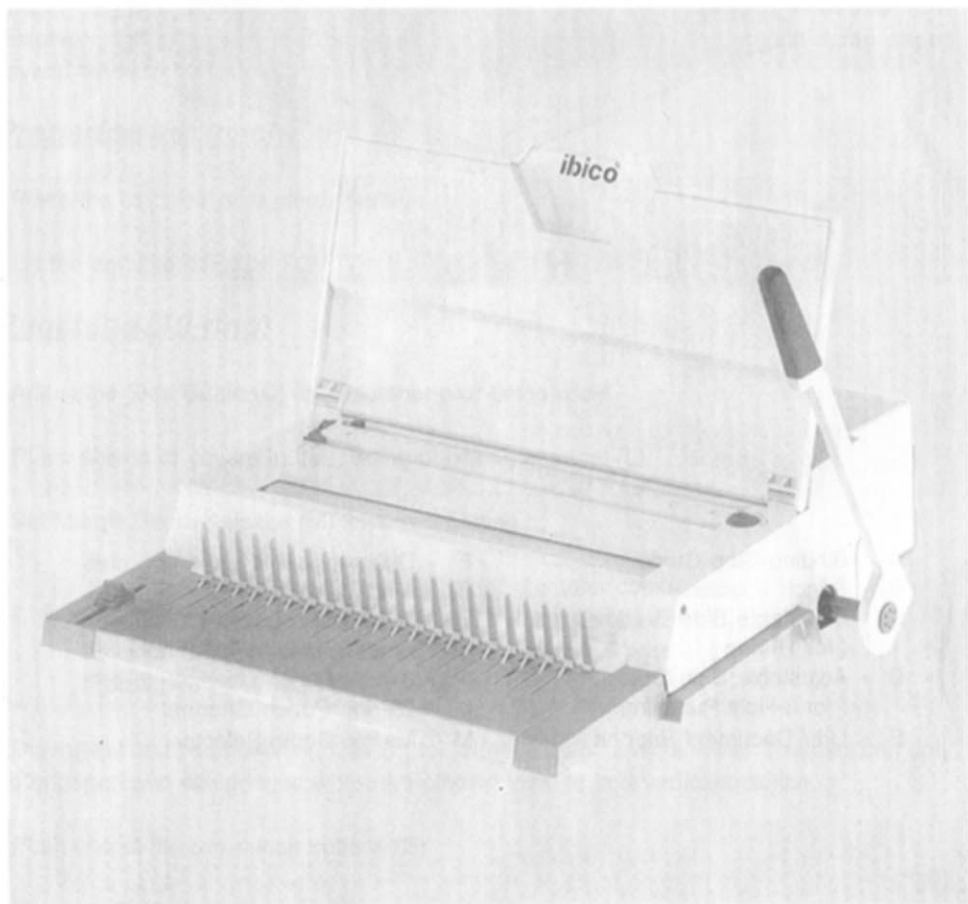
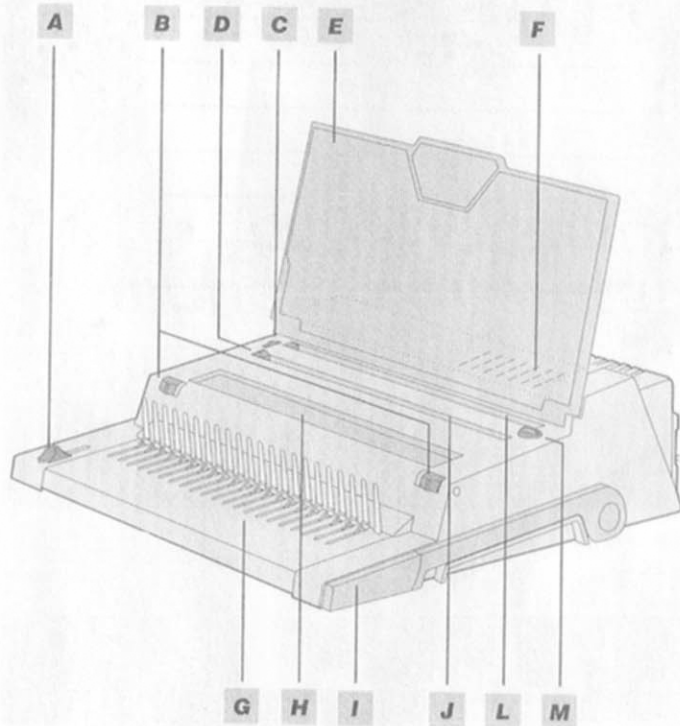


**ibico**

*Desktop Finishing Systems*

# ***ibiMaster 400e*** ***Instruction Manual***





- A - Binding Stop Guide
- B - Punch buttons
- C - Adjustable Side Guide (for 19-ring)
- D - Adjustable Side Guide (for 3-Hole Punching)
- E - Lid / Document Support

- F - Disengageable punching dies
- G - Binding Table
- H - Wire Comb Binding Channel
- I - Binding Handle
- J - 3 Hole Punch Channel
- L - 19-ring Punch Channel
- M - Margin Depth Selector

## Introduction

Thank you for purchasing the lbiMaster 400E punching and binding system. If used properly, your machine will be virtually maintenance-free and provide years of service. Please read through these operating Instructions carefully and keep them in a safe place for future reference.

## Caution!

Your Binding Machine was developed exclusively for punching and binding paper and plastic covers. Only use the machine for this purpose to ensure a long service life.

Take care when binding with Wire Combs that your fingers do not get caught in the binding channel (danger of fingers being crushed!).

The 19-ring and 3-hole punching dies were oiled in production to keep them free from corrosion and to ensure that the parts move easily. Before using, punch scrap paper several times to remove all traces of oil from the dies.

## Preparing the machine

- \* Place the machine on a sturdy surface.
- \* Lift the document lid (E).

## Punching (19-ring)

- \* Adjust the Side Guide (C) for the paper size being used.
- \* Place sheets or covers in the 19-ring punching channel (L).
- \* Set Margin Depth Selector (M) to correct setting.

Position 1 = 1/16" margin = 3/16" -1/4" diameter combs  
 Position 2 = 1/8" margin = 5/16" -7/16" diameter combs  
 Position 3 = 3/16" margin = 1/2" -5/8" diameter combs  
 Position 4 = 1/4" margin = 3/4" -2" diameter combs

\* Disengage last two punching dies (F) for letter-size documents. Note: The dies can only be engaged and disengaged when the binding lever is in a vertical position.

\* Push one of the two punch buttons (B)

\* Remove the punched document.

## Punching (3-Hole Pattern)

- \* Adjust the Side Guide (D) for the paper size being used.
- \* Place sheets or covers in the 3-hole punching channel (J).
- \* Set Margin Depth Selector (M) to correct setting.

Position 1 = 1/16" margin = 3/16" - 1/4" diameter combs.  
Position 2 = 1/8" margin = 5/16" - 7/16" diameter combs.  
Position 3 = 3/16" margin = 1/2" - 5/8" diameter combs.  
Position 4 = 1/4" margin = 3/4" - 2" diameter combs.

- \* Push one of the two punch buttons (B)
- \* Remove the punched document.

## Binding with Plastic combs

- \* Insert the document in the Wire Comb Binding Channel (H) press the binding lever downwards and read off the required comb size from the left-hand scale on the pressure bar (PAPER).
- \* Insert the binding comb behind the fingers of the Binding Table (G) open edge facing up.
- \* Lift Binding Handle (I). Once lifted, it will release and move to the right.
- \* Lower the Binding Handle (I) to open the comb.
- \* Lift the Binding Handle (I) and remove bound document.

## Binding with wire combs

- \* Insert the document in the Wire Comb Binding Channel (H) press the binding lever downwards and read off the required comb size from the left-hand scale of pressure bar (PAPER).
- \* Turn over the rear cover sheet onto the front cover sheet so that the comb opening will not be visible later and insert wire comb into punched holes.
- \* Slide the Wire Binding Comb Stop (A) to the correct diameter and let it click into place.

6 mm = 1/4" diameter combs      12 mm = 1/2" diameter combs  
8 mm = 5/16" diameter combs    14 mm = 9/16" diameter combs  
10 mm = 3/8" diameter combs

- \* Use your left hand to hold the document and insert into the Wire Comb Binding Channel (H) with the open end of the comb facing downward.
- \* Use your right hand to lower the Binding Handle (I) far enough to close the wire comb.

## Emptying the Waste Tray

- \* Lower lid (E).
- \* Set the machine in an upright position.
- \* Pull open the tray on the bottom of the machine, empty it and replace.

## Technical data

Dimensions (H X W X D)	5" x 16.3/4" x 18"
Max, width of sheets to be bound	11.5" (297 mm)
Number of punching dies	21 ( 7 are disengageable)
Punching capacity (paper sheets)	max. 12 sheets (#20 lb.)
Punching capacity (plastic covers)	2 covers
Paper stop	adjustable, lockable
Punching depth	4 position adjustable
Max, diameter of binder, plastic	2" (51mm)
Max, diameter of binder, wire	1/2" (14 mm)
Net Weight	32.5 lbs. (14.8 Kg)

(Subject to technical changes without prior notice)

### Warranty Information

Ibico punching and binding equipment is warranted for a period of one year from the date of the dealer's sale to the consumer. Excluded from the warranty are the punching dies which are subject to wear.

For service of a unit under warranty, please contact Quartet Mfg. Co./GBC/Ibico Customer Service:

In the U.S.:

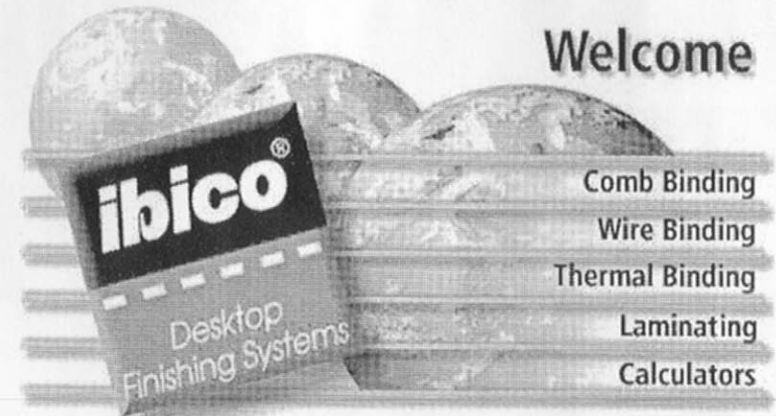
(800)541-0094

Ibico, Inc. will repair or replace, at our option, the unit free of charge and return it prepaid. Please include a copy of your paid invoice. Any unit sent without proof of purchase will not be serviced free of charge. Instead, such units will be serviced at the prevailing rates and returned C.O.D.

This warranty extends to any Ibico machine that has been subject to misuse, neglect, accident, if the serial number has been altered or defaced, or if the unit has been opened.

This warranty contains the entire obligation of Ibico, Inc. Unless prohibited by law, neither this warranty nor any other warranty express or implied, including implied warranties of merchantability, shall extend beyond the warranty period. No responsibility is assumed for incidental or consequential damages.

This warranty is valid only within the 48 contiguous states and Canada. Ibico, Inc. will honor this warranty outside this area with the stipulation that all shipping and related charges involved in transporting the defective unit to and from Ibico's premises will be borne by the customer.



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