

ProClick® Pronto™
P2000 - Bind Only Unit
P3000 - Punch & Bind Unit



- ENG
- F
- E

Operating Procedures
Manuel D'Utilisation
Instrucciones de Manejo
High Productivity Binding

1.0 Safety

1.1 Safety Messages

The safety of you and others is very important to GBC. Important safety messages and information are contained within this manual as well as on the machine itself. Please be certain to carefully read and understand all of these before operating the machine.

The safety alert symbol precedes each safety message in this Operating Instructions manual. This symbol indicates a potential personal safety hazard that could hurt you or others.

The following pictorial is found on the ProClick® Pronto™



This safety message means that you could be seriously hurt or killed if you open the product and expose yourself to hazardous voltage. NEVER remove the machine's outer cover. ALWAYS refer service requirements to qualified GBC personnel.



This safety message means that you could be seriously hurt if flammable dusts or cleaners are used on this product.

- Do NOT use aerosol dusts or cleaners.
- Do NOT spray anything into the product.
- Foreign substances can be explosive.

1.2 Safety Symbols

- I Power ON
 - O Power Off
- “Bind” means to bind a book
 “Set-Up” means to setup
 “Punch” means to punch paper or covers.

1.3 Important Safeguards

Use the ProClick® Pronto™ only for its intended purpose of binding paper and covers according to the indicated specifications.

1.3.1 General Safeguards:

- Before operating the machine, make certain that the ProClick® Pronto™ is placed on a secure, stable work area. This will help to prevent the machine from falling and possibly causing personal injury and damage.
- Retain this Operating Instructions manual for later use.

CAUTION: In case of emergency, use the power cord as a main disconnect device.

1.3.2 Electrical Safeguards:

- The ProClick® Pronto™ must be connected to a supply voltage corresponding to the electrical rating in the machine operating instructions (also listed on the serial number label).
- The socket-outlet shall be located near the equipment and shall be easily accessible.
- Unplug the ProClick® Pronto™ before moving the machine or whenever the machine is not in use for an extended period of time.
- The grounding plug is a safety feature and will only fit into the proper grounding-type power outlet. If you are unable to insert the plug into an outlet, contact a qualified electrician to have a suitable outlet installed. Do not alter the plug on the end of the cordset (if provided) of the ProClick® Pronto™. It has been provided for your safety.
- Do not operate the ProClick® Pronto™ if the machine has a damaged power supply cord or plug. Do not operate the machine after any malfunction, if liquid has been spilled into the machine, or if the machine has been damaged in any way.
- Do not overload electrical outlets beyond their capacity. To do so can result in fire or electrical shock.

1.4 Service

- Do not attempt to service your ProClick® Pronto™ yourself. Contact an authorized GBC service representative for any required repairs or major maintenance for your ProClick® Pronto™

To contact a GBC service representative call:

Canada: 1-800-463-2545 US: 1-800-790-7787

WARNING: There are NO user-serviceable parts inside the machine. You could be seriously hurt or killed if you open the product and expose yourself to hazardous voltage.

1.5 Cleaning

You may clean the exterior of the ProClick® Pronto™ using a soft, damp cloth. Do not use detergents or solvents as damage to the machine may occur.

1.6 FCC Note

FCC Class A Notice

Note: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Canada Class A Notice

This Class A digital apparatus complies with Canadian ICES-003.

CAUTION: CHANGES OR MODIFICATIONS NOT EXPRESSLY APPROVED BY ACCO BRANDS CORPORATION COULD VOID YOUR AUTHORITY TO OPERATE THE EQUIPMENT

2.0 Introduction

The GBC ProClick® Pronto™ is designed for easy operation. It is ruggedly built and light enough for use on any table or desk.

The ProClick® Pronto™ is a unique binding system that incorporates several features designed to make the process of mechanical binding as easy as 1-2-3 for the average office worker.

The ProClick® Pronto™ is also an Ideal solution for quick and professional binding.

The ProClick® Pronto™ is a unique binding system that incorporates several unique design features:

- The User Interface Panel guides the user through the binding process with ease.
- The ProClick® Pronto™ provides an electronic measuring device that indicates to the user the spine size required just by placing the document into the document sizer.
- The ProClick® Pronto™ handles the spine for you. Simply slide the spine cassette into the spine slot, ProClick® Pronto™ will automatically feed the spine onto the document.

These instructions have been prepared to acquaint you with the machine and its operation. Please read them carefully. Keep these operating instructions for future reference.

3.0 Specification

	P 3000	P 2000
Binder Paper Size	Letter 11 x 8.5 inches	
Binding Diameter Range	5/16", 1/2", 5/8" Up to 100 sheets or .400" (10mm) maximum with largest element	
Machine Weight	82.5 lbs (37.4kgs)	68.2 lbs (30.9kgs)
Packaged Weight	85.8 lbs (38.9kgs)	71.5 lbs (32.4kgs)
Dimensions W x H x D	19" x 21" x 19" (480 mm) x (532 mm) x (488 mm)	
Package Dimensions W x H x D	26" x 26" x 28" (655 mm) x (655 mm) x (700 mm)	
Electrical	Amps 2.5 A Frequency 60 Hz Voltage 115 V Power 220 Watts 751 Btu	
Agency approval	cCSAus	
Required Testing	FCC	

4.0 Operating Instructions

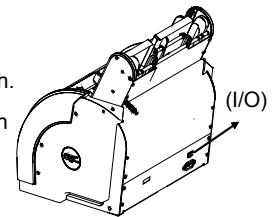
4.1 Assembly - Setup

Unpack the ProClick® Pronto™ and place on a secure, stable table, desk or surface, capable of supporting 175 lbs. convenient to a power outlet.

Attach the power cord and follow the instructions carefully to operate your ProClick® Pronto™.

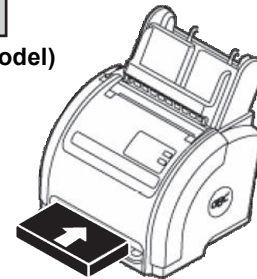
4.2 Powering the Machine

- Power the machine with I/O Switch.
- Machine will sound a "Beep" when the power is turned on.



4.3 Punching

(Only for P3000 Model)



- Insert the document to be punched into punch tray, align paper to the left of tray and press "PUNCH" button.

Note:

- Maximum 15 sheets of 20lb bound can be punched at a time.
- Do not attempt to punch more than 2 plastic covers at a time.

4.4 Sheet Capacity Guide

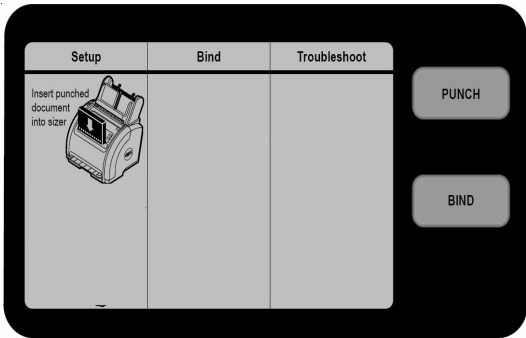
Approximate Max. Sheet Capacity	Spine Type	Spine Size
40	Small	5/16" (8mm)
70	Medium	1/2" (12mm)
100	Large	5/8" (16mm)

- Sheet capacity is based on 20 lbs. (75 g/m²) bond paper

IMPORTANT

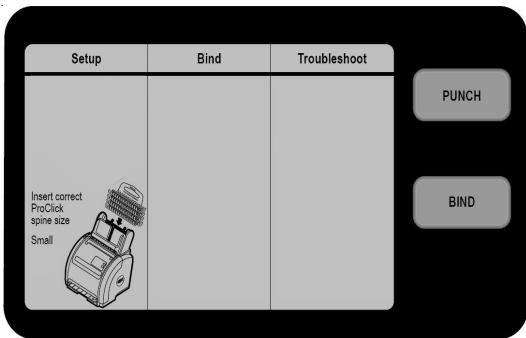
To quickly and easily confirm your warranty, register your new ProClick® Pronto™ at www.gbc.com

4.5 Binding



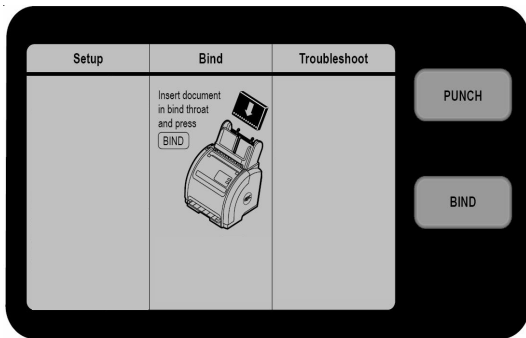
DISPLAY 1

- Insert document into document sizer for the machine to identify the document size as shown in **Display 1**.
- The machine identifies the document in 3 different sizes, “Small”, “Medium” and “Large”.

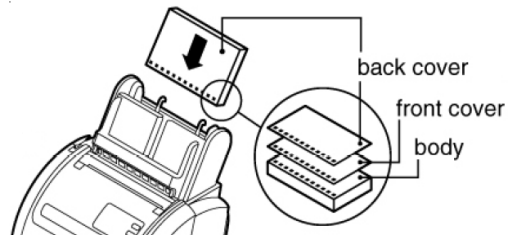


DISPLAY 2

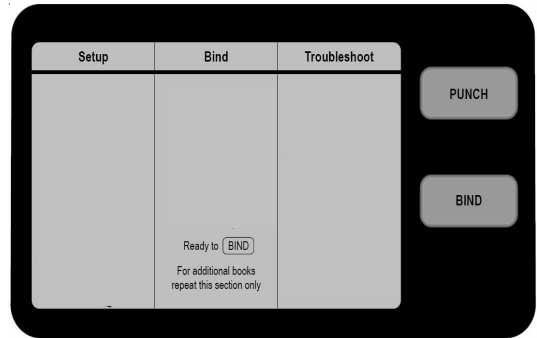
- Once the ProClick® Pronto™ has measured the document thickness, the display will indicate the correct spine size to load into the machine. The example shown in **Display 2** indicates “Small” under “Insert correct ProClick® spine size”.
- The system will allow you to bind small documents with larger spine sizes.
- Insert the appropriate spine cassette into spine slot as shown in **Display 2**.



DISPLAY 3



- In order to hide the spine seam of a completed document, you must place the rear cover face to face on top of the front cover before you insert the document into the “Bind” sections as indicated in the above illustration.
- Insert punched document into the binding slot (punched side first)

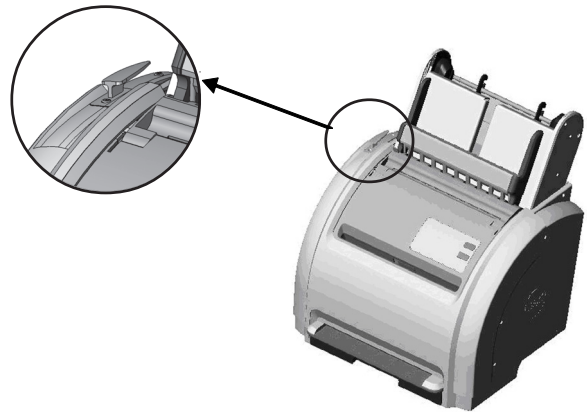


DISPLAY 4

- Press “BIND” to bind your document and remove the document after you hear a BEEP.
- Additional documents can be bound without resizing, if binding books are of the same document size.
- The ProClick® Pronto™ will time out to the first step if it stays idle for 2 minutes. You will need to resize your document to continue.

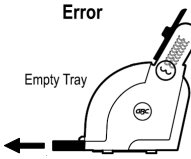
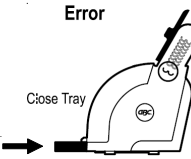
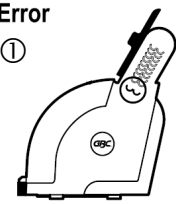
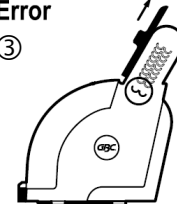
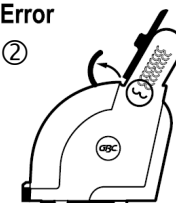
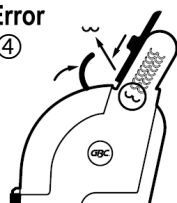
4.6 Editing your document

The ProClick® Pronto™ has a special spine opener tool where you can unbind the bound book for editing.



To unbind a bound book, just insert the wedge of the spine opener tool into the loops of the ProClick® spine and pull forward in a sliding action. This opens the ProClick® allowing you to edit the documents and manually resecure the bind spine.

5.0 Troubleshooting

Problem	Solution
No Power, No Lights	<ul style="list-style-type: none"> ■ Verify unit is plugged in. ■ Check ON/OFF Switch.
No Power, No Lights, Unit Is Plugged In, ON/OFF Switch is ON.	<ul style="list-style-type: none"> ■ Contact an Authorized GBC Technician for Service.
Empty Chip Tray	<p>When the chip tray is full (approximately 60 books) the User Interface will show the Icon below indicating the tray is full and needs to be emptied.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p>Error</p>  <p>Empty Tray</p> </div> <div style="text-align: center;"> <p>Error</p>  <p>Close Tray</p> </div> </div> <ul style="list-style-type: none"> ■ Pull Tray out and empty tray ■ Replace empty tray <p style="text-align: center;">The machine will NOT operate without the chip tray securely in place</p>
Removing a Jam	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Error</p> <p>①</p>  <p>Remove Document</p> <p>“Remove Document” means:</p> <ul style="list-style-type: none"> ■ Remove jammed document. </div> <div style="width: 45%;"> <p>Error</p> <p>③</p>  <p>Slide Tray Up</p> <p>“Slide Tray Up” means:</p> <ul style="list-style-type: none"> ■ Lift paper deck from the center into the locked/resting position by pulling the tray upwards from the middle. (Machine is now disabled and cannot operate until the paper desk and safety cover have been put back into their proper original operating position). </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Error</p> <p>②</p>  <p>Open Cover</p> <p>“Open Cover” means:</p> <ul style="list-style-type: none"> ■ Pull Clear Safety Cover forward (Machine is now disabled and cannot operate until the safety cover have been put back into their proper original operating positions). </div> <div style="width: 45%;"> <p>Error</p> <p>④</p>  <p>Remove single spine, Slide Tray down and close cover</p> <p>“Remove single spine, Slide Tray down and close cover” means:</p> <ul style="list-style-type: none"> ■ Remove jammed Spine. ■ Lower paper desk back into the original operating position. ■ Push Clear Safety Cover back into position. ■ The ProClick® Pronto™ is now clear and ready to proceed. </div> </div>
Flashing Error Display	<ul style="list-style-type: none"> ■ If error display flashes on the User Interface, reboot the machine by turning the machine off and turning it on. ■ If the machine still shows the same error flashing, call a service technician for assistance.
Not ready to bind	<ul style="list-style-type: none"> ■ The machine will detect all inputs (binding spine not in machine, document size not measured, safety cover closed) before allowing binding to proceed. ■ If any of these are not in place, the machine will not bind and the user interface will display the corresponding requirement for user action.
Machine does not resize	<ul style="list-style-type: none"> ■ Make sure that there is no paper on the paper deck when inserting spine. ■ If the bind spine is smaller than the sized document, the machine will not bind. ■ If user interface display “Insert punched document into sizer”, the user will need to resize the document in the document sizer.
Power Cord has been lost	Contact an Authorized GBC Technician to order replacement parts. Please provide the machine model and serial number for reference.
Wrong sequence of operation	If user inserts the document before inserting the spine cassette, the user interface will show a “Remove document” error. Remove the document and follow the instruction on the user interface.

LIMITED 1 YEAR WARRANTY

General Binding Corporation ("GBC") warrants to the original purchaser for a period of one (1) year after purchase that this GBC product is free from defects in workmanship and material under normal use and service. GBC's obligation under this warranty is limited to replacement or repair, at GBC's option, of any warranted part found defective by GBC without charge for material or labor. Any replacement, at GBC's option, may be the same product or a substantially similar product.

THIS WARRANTY IS IN LIEU OF ALL OTHER EXPRESS WARRANTIES. REPRESENTATIONS OR PROMISES INCONSISTENT WITH, OR IN ADDITION TO, THIS WARRANTY ARE UNAUTHORIZED AND SHALL NOT BE BINDING UPON GBC. IN NO EVENT SHALL GBC BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER OR NOT FORESEEABLE. SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, SO THE ABOVE EXCLUSION OR LIMITATION MAY NOT APPLY TO YOU.

ANY IMPLIED WARRANTIES ARE LIMITED IN DURATION TO THE DURATION OF THIS WARRANTY. SOME STATES DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

This warranty shall be void if the product has been misused, damaged by negligence or accident, or altered by anyone other than GBC or GBC's authorized agents.

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

European Union Residents Only: This warranty does not affect the legal rights which consumers have under applicable national legislation governing the sale of consumer goods.

LIMITED 1 YEAR WARRANTY

This limited warranty is extended by General Binding Corporation ("GBC") only to the original purchaser of the product. This limited warranty is valid only within the borders of the country where the product was purchased and for a period of one (1) year after purchase. Service is restricted in certain areas. This limited warranty covers defects in materials and workmanship in your GBC branded product under normal use and service. GBC'S obligation under this warranty is limited to replacement or repair, at GBC's option, of any GBC branded product found defective by GBC.

This limited warranty does not cover:

- Non GBC branded products and accessories
- Problems that result from:
 - External causes such as accident, abuse, or **[problems with electrical power]**
 - Servicing not authorized by GBC or GBC's authorized agents
 - Usage that is not in accordance with product instructions
 - Failure to follow the product instructions or failure to perform preventative maintenance
 - Problems caused by using accessories, parts, or components not supplied by us
 - Products with missing or altered service tags, serial numbers, stickers
 - Products for which we have not received payment

THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS, AND MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM PROVINCE TO PROVINCE. GBC'S RESPONSIBILITY FOR MALFUNCTIONS AND DEFECTS IN PRODUCT IS LIMITED TO REPAIR AND REPLACEMENT AS SET FORTH IN THIS WARRANTY STATEMENT, FOR THE TERM OF THE WARRANTY PERIOD REFLECTED ON YOUR INVOICE. EXCEPT FOR THE EXPRESS WARRANTIES CONTAINED IN THIS WARRANTY STATEMENT, GBC DISCLAIMS ALL OTHER WARRANTIES AND CONDITIONS, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION IMPLIED WARRANTIES AND CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, STATUTORY OR OTHERWISE. SOME PROVINCES DO NOT ALLOW THE EXCLUSION OF CERTAIN IMPLIED WARRANTIES OR CONDITIONS, OR LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY OR CONDITION LASTS. THEREFORE, THE FOREGOING EXCLUSIONS AND LIMITATIONS MAY NOT APPLY TO YOU. WE DO NOT ACCEPT LIABILITY BEYOND THE REMEDIES PROVIDED FOR IN THIS WARRANTY STATEMENT OR FOR SPECIAL, INDIRECT, CONSEQUENTIAL, OR INCIDENTAL DAMAGES, INCLUDING, WITHOUT LIMITATION, ANY LIABILITY FOR THIRD PARTY CLAIMS AGAINST YOU FOR DAMAGES, FOR PRODUCTS NOT BEING AVAILABLE FOR USE, OR FOR LOST *. OUR LIABILITY WILL BE NO MORE THAN THE AMOUNT YOU PAID FOR THE PRODUCT THAT IS THE SUBJECT OF A CLAIM. THIS IS THE MAXIMUM AMOUNT FOR WHICH WE ARE RESPONSIBLE. SOME PROVINCES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY TO YOU.

