

## Dear Customer,

Thank you for deciding to buy a Leitz binding machine. Please read the operating instructions carefully to familiarize yourself with the proper use of the machine. Please do not pass on the machine without these operating instructions.

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## Functional parts of your impressBIND 280

Open out the front cover where you will find a diagram that you can keep for reference while reading these operating instructions.

- Ⓐ **Binding lever** – this operates the mechanism that closes the cover. When the transport lock is affixed, the binding lever can be used as a handle for carrying the machine.
- Ⓑ **Feet (at rear)** – ensure that the machine remains stable when stowed in the upright position.
- Ⓒ **Document supports** – ensure that the pages to be bound sit firmly in the binding tray.
- Ⓓ **Binding tray** – contains the binding mechanism and a holder. The holder keeps the pages to be bound together, thus making the binding operation easier.
- Ⓔ **Measuring device for the spine width** – uses the quantity of paper to determine the correct cover size.
- Ⓕ **Binding indicator** – its colour changes to show whether the cover is closed properly (green), or whether the binding operation has to be repeated (red or red/green).
- Ⓖ **Transport lock** – secures the binding lever for transporting or storing the machine.

## Safety Instructions

### Intended use

- This machine has been developed for binding documents with the aid of Leitz brand hard and soft binding covers. Use the machine exclusively for this purpose, as described in the these operating instructions.

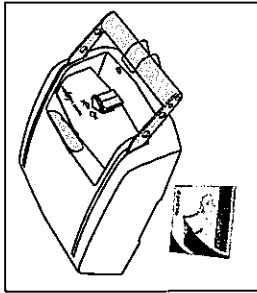
### Basic precautions

- Only use the machine on a stable surface (e.g. table).
- Keep the machine away from children to prevent any risk of injury.
- Caution, danger of crushing fingers/hands! When binding, hold the lever with both hands and keep other persons away from the machine.
- Affix the transport lock to the binding lever before transporting the machine.
- Do not use any additional parts that have not been approved by the manufacturer.
- Only use original accessories by Leitz.

## Unpacking and setting up the machine

### 1. Supply schedule

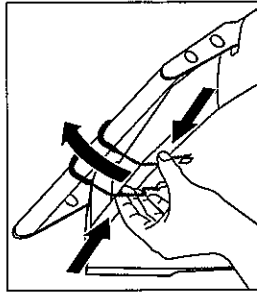
- Unpack the machine carefully and check it for any possible transport damage. Report any such damage to the carrier immediately.
- The carton should contain the following:
  - the impressBIND 280,
  - these operating instructions.
- Store the packaging material at least until the end of the warranty period.



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### 2. Removing the transport lock

- Place the machine in the upright position.
- Press the transport lock **ⓐ** together and remove it from the openings on the base of the machine.
- Remove the transport lock from the lever and keep it in a safe place.

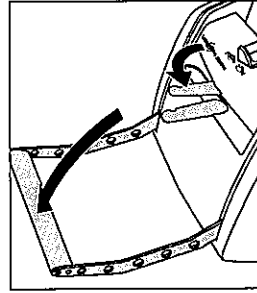


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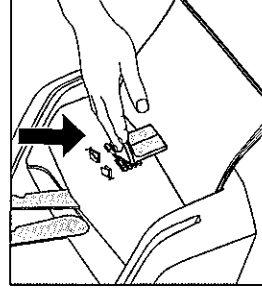
### 3. Opening out the document supports

- Carefully place the machine back in the horizontal position.
- Move the binding lever **ⓐ** upwards.
- Fold the two document supports **ⓐ** upwards.

*The machine is now ready to use.*



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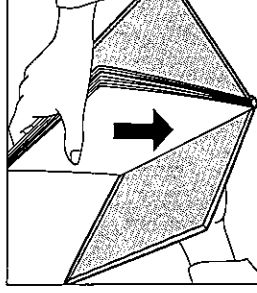
### 1. Determining the spine width

- Place the pages to be bound below the measuring device.
  - Press the slide **ⓐ** down and read off the recommended spine width from the scale.
  - Let the slider move up again and take out the pages.
- The spine width is indicated on the metal strip in the cover.*

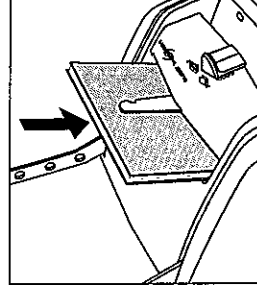
Number of pages (80 g/m <sup>2</sup> )	Spine width of binding cover
10–35	3.5 mm
36–70	7 mm
71–105	10.5 mm
106–140	14 mm
141–175	17.5 mm
176–210	21 mm
211–245	24.5 mm
246–280	28 mm

### 2. Placing pages in the cover

- Straighten the pages so that the edges are flush.
- Insert the pages into the cover.
- Make sure that the gaps between the pages and the upper and lower edge of the binding cover are identical.



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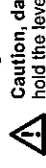
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### 3. Placing the cover in the machine

- Make sure that the binding lever **ⓐ** is pushed up as far as it will go.
- Place the binding cover in the binding tray.

*The document supports **ⓐ** and the holder in the binding tray ensure that the contents sit securely.*

### 4. Binding

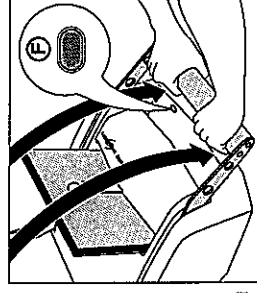


**Caution, danger of crushing fingers/hands!** When binding, hold the lever with both hands and keep other persons away from the machine.

Press the binding lever **ⓐ** down with both hands once or twice until the binding indicator **ⓑ** is completely green.

- Remove the bound book.

*A de-binder, 7389-00-00, is available as a separate item. You can use this accessory to reopen a bound book up to three times in order to remove or add pages.*



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## Transporting and stowing the machine

### 1. Secure the transport lock

- Place the machine in the vertical position.
- Place the transport lock **ⓐ** over the binding lever **ⓑ** and click it into place in the openings provided.

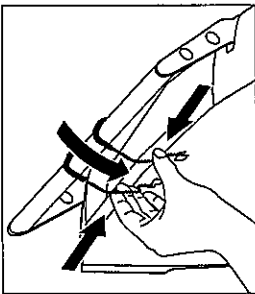
### 2. Transport or storage

- You can now carry the machine using the binding lever or stow it away in a suitable place.

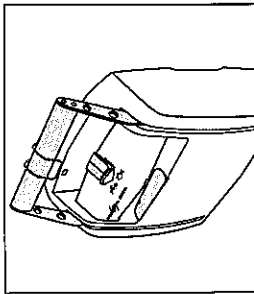


**Caution!** Position the machine so that there is no danger of it falling over (risk of injury).

- Never store the machine outside or in a damp environment.



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## Troubleshooting

Problem	Cause/solution
Pages are loose.	<ul style="list-style-type: none"> <li>• The binding cover is the wrong size (e.g. 7 mm instead of 3.5 mm). Bind the pages again using the next smallest spine width.</li> <li>• The binding cover is not properly closed. Place the binding cover back into the binding tray and press the lever down repeatedly until the binding indicator turns green.</li> </ul>
Pages have to be removed or added.	Binding covers can be opened and then closed again up to three times using the de-binder, which is available as an accessory.
Binding indicator is red or red/green after the binding operation.	Press the binding lever down repeatedly until the indicator is green.

## Maintenance and care

- When used properly, the machine is maintenance-free.
- Remove any dirt from the outside with a damp cloth. Do not use any corrosive cleaning agents or chemicals.
- Keep the machine in a dry place.

## 3 year guarantee

To be returned with the unit if defective. LEITZ units are sold with a 3 year guarantee.

The conditions of the guarantee period of 3 years are as follows:

1. Each unit is guaranteed against all defects in material and/or workmanship for a period of 3 years from the date of purchase.
2. No unit will be accepted without written notification from the customer giving details of the problem that has occurred, and proof of the date of purchase.
3. All units for repair are to be returned to Esselte with adequate packaging. No liability will be accepted by Esselte for goods damaged in transit from the customer, due to inadequate attention to packaging.
4. The supplier will be responsible for all parts and labour charges as necessary to the unit. The 3 year guarantee is subject to the following conditions:
  - a) That the unit has been used strictly in accordance with the operating instructions supplied with the unit.
  - b) That if the benefit of this guarantee is sought, the unit must be returned, carriage paid to Esselte. Esselte does not accept responsibility for loss or damage in transit.
  - c) That the guarantee is invalid if the defects are found to be caused by accident, misuse, alteration or neglect.
  - d) That no liability of Esselte is to be implied here for damage, loss or expense of any kind resulting from, consequence upon, or in any way due to any fault whatsoever in the instrument or its accessories.
  - e) That this guarantee does not affect you statutory rights as a consumer.



Date of Purchase: \_\_\_\_\_

Model No. Serial No.: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax No.: \_\_\_\_\_

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## Specifications

Operating mode	Manual
Paper format	DIN A4
Cover spine width	3.5–28 mm
Binding capacity	max. 280 pages (80 g/m <sup>2</sup> )
Binding speed	300 bindings/hour
Net weight	24 kg
Dimensions (W x H x D)	460 mm x 510 mm x 160 mm

Subject to technical change without notice.