

FRANÇAIS

DOCUBIND P100 PREMIER DESSIN

1. Embotez la poignée (A) sur la tige de reliure.
2. Bloquez la poignée avec le tournevis. Recouvrez avec le cache (B).

RÉGLAGE FORMAT

1. Réglez le guide latéral (C) en fonction du format du document à relier (11" pour le format papier 19 anneaux, 11 1/4" pour le format couverture 19 anneaux, A4 pour le format 21 anneaux).

DESSIN PERFORATION

1. Tapez soigneusement les feuilles ou les couvertures et introduisez le côté à perforer dans la gorge de la perforation (D).
2. Positionnez les couvertures contre le guide latéral et à l'arrière de la gorge de perforation.

DESSIN PERFORATION DES

3. Pour perforer, abaissez la poignée vers vous. La feuilles et couvertures capacité de perforation est de 12 feuilles de papier de 80 g/m² maximum. Ne percez qu'un seul jeu de transparents à la fois pour éviter les blocages et l'usure prématurée de l'appareil.

DESSIN CHOIX DE LA RELIURE

1. Placez votre document, couvertures incluses, sous le anneau.

2. Abaissez le sélecteur et choisissez une reliure anneau plastique (F) correspondant à l'épaisseur indiquée sur le guide - la capacité de reliure est de 300 feuilles max. Pour perfectionner votre reliure, sélectionnez une couverture G.B.C. assortie au coloris de la reliure anneau plastique.

DESSIN RELIURE

1. Positionnez la reliure anneau plastique sur le support (G).
2. Repoussez la poignée jusqu'à ce que l'ouverture de la reliure anneau plastique soit suffisante pour insérer votre document.
3. Introduisez votre document, couverture dessous, dans les anneaux de la reliure plastique. Pour les documents épais, introduisez les feuilles en plusieurs paquets jusqu'à ce que le document soit complet.
4. Tirez la poignée vers vous pour reformer la reliure.
5. Votre reliure est terminée !

DESSIN TIRAGE À CONFETTIS

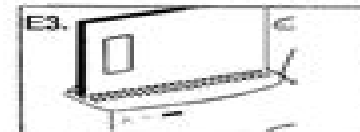
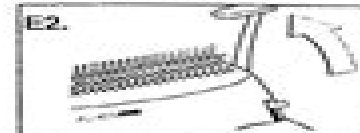
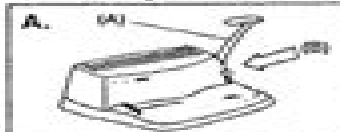
1. Vider régulièrement le tiroir à confettis situé sous l'appareil.

DESSIN ENTRETIEN

1. En cas de problème, contactez votre fournisseur G.B.C..

DOCUBIND P100 BINDING SYSTEM

One GBC Plaza
Northbrook, IL 60062-9656



ESPAÑOL

PARA EMPEZAR:

- 1) Empuje el asa (A) hacia la barra de encuadernación.
- 2) Asegure el asa con un destornillador. Tape con un cascote (B).

DETERMINE EL ANCHO:

- 1) Ajuste la guía de borde (C) al tamaño del papel que desea encuadernar (11" - tamaño carta 19 anillos, 11 1/4" -tapa tamaño mayor 19 anillos, DIN A4- 21 anillos).

PERFORACIÓN:

- 1) Alinear las hojas e tapas e insertar el borde a encuadernar en el cuello de la perforadora (D).
- 2) Poner las tapas que toquen el borde de la guía y hasta el fondo de la perforadora.
- 3) Para perforar, tire del asa hacia usted y hacia abajo. Perfora un máximo de 12 hojas de 80g de una vez. Perfore sólo un juego de tapas a un tiempo para reducir los atascos y excesivo desgaste.

DETERMINE EL TAMAÑO DEL PEÑE DE ENCUADERNACIÓN:

- 1) Coloque el documento incluyendo tapas bajo el tamaño del encuadernador (C).
- 2) Sujete el encuadernador del encuadernador y seleccione un elemento de encuadernación por peine (F) en base al tamaño que muestra la guía - encuaderna documentos con un

máximo de 300 páginas. Para obtener los mejores resultados, use siempre tapas de la marca GBC con peñes de encuadernación en color GBC coordinados.

ENCUADERNACIÓN:

- 1) Coloque el elemento de encuadernación detrás del soporte del curvador (G).
- 2) Devuelva el asa a la posición original hasta que se abra el elemento de encuadernación por peine lo suficiente como para insertar el documento.
- 3) Cosa el documento, tapa de cara hacia abajo, por las afees del elemento de encuadernación abiertas. regite para documentos más grandes según necesidad.
- 5) ¡Ahora ha completado su presentación escrita!

VACÍE LA BANDEJA DE VIRUTAS:

- 1) Vacíe la bandeja de virutas (F) que se encuentra debajo de la máquina después de su uso repetido.

SERVICIO DE MANTENIMIENTO:

- 1) En el supuesto de que DocuBind P100 necesite un servicio de mantenimiento, contacte con su proveedor.

ENGLISH

A. GETTING STARTED

1. Push the handle (A) onto the binding rod.
2. Secure handle with screwdriver (B).

B. DETERMINE WIDTH:

1. Set edge guide (C) to size paper you wish to bind (11"-19 ring letter size, 11" Cover-19 ring oversized cover, A4-21 ring).

C. PUNCHING:

1. Align sheets or cover and insert edge to be bound into punch throat (D).
2. Set covers flush against edge guide and back of punch throat.
3. To punch, pull handle towards you and down. Punches up to 12 sheets of 20 to 80 gram paper at once. Punch only one clear cover set at a time to minimize jams and excessive wear.

D. DETERMINE COMB SIZE

1. Place document including covers under binder size (F).
2. Depress the binder size and select a comb binding element (F) based on size shown by guide- binds documents up to 300 pages. For best results, always use GBC brand

covers with GBC color coordinated binding combs.

E. BINDING:

1. Place comb binding element behind comb holder (G).
2. Push the handle back until the comb binding element opens sufficiently to insert your document.
3. Thread document, front cover facing down, over open binding element fingers. Repeat for large documents as required.
4. Pull the handle towards you closing binding element.
5. Your written presentation is now complete! Remove book by lifting upward.

F. EMPTY CHIP TRAY:

1. Empty chip tray (F) located under machine after repeated use.

G. SERVICE:

Should your DocuBind P100 require service contact GBC at: GBC, One GBC Plaza Northbrook, IL 60062-9656 1-800-790-7787 <http://www.generalbinding.com/opd>

Gbc User Guides

Robert Thomas



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Unemployment Insurance Service Quality Control ADP Users' Guide, 1988 **The Emulation User's Guide**
Kenneth Stevens, 2008-08-29 The Emulation User's Guide has everything you need to know about getting started with computer console and arcade emulation on the Apple Macintosh computer and PC This guide includes the history of emulation on the Internet and covers some of the legalities involving emulation of these systems **User's Guide to PHREEQC** David L. Parkhurst, 1995 **User's Guide to AFFIRMS** Richard P. Withycombe, 1980 **Guide to Yeast Genetics and Molecular and Cell Biology** Christine Guthrie, Gerald R. Fink, 2004 **User's Guide to Fish Habitat** C. Kerry Overton, 1995 This user's guide and reference document describes the physical features of the Salmon River Basin Idaho stream channels that represent natural conditions for fish habitat that is streams that have not been influenced by major human disturbances The data base was created to assist biologists and resource managers It describes resource conditions that can be achieved through management objectives **Guide to Yeast Genetics and Molecular and Cell Biology, Part C** Christine Guthrie, Gerald R. Fink, 2002-06-25 This volume and its companion Volume 350 are specifically designed to meet the needs of graduate students and postdoctoral students as well as researchers by providing all the up to date methods necessary to study genes in yeast Procedures are included that enable newcomers to set up a yeast laboratory and to master basic manipulations Relevant background and reference information given for procedures can be used as a guide to developing protocols in a number of disciplines Specific topics addressed in this book include cytology biochemistry cell fractionation and cell biology [User guide and indices to the initial inventory, substance name index](#) United States. Environmental Protection Agency. Office of Toxic Substances, 1979 **The Oxford Guide to the Atlantic Languages of West Africa** Friederike Lüpke, 2025-06-17 This volume presents the first book length overview of the Atlantic languages a small family of languages spoken mainly on the Atlantic coast of West Africa Languages in this area have been used in diverse multilingual societies with intense language contact for the whole of their known history and their genealogical relatedness and the impact of language contact on their lexicon and grammar have been widely debated The book is divided into four parts The first provides an introduction to language ecologies in the area and includes two accounts of the genealogical classification of Atlantic languages Chapters in the second part offer grammatical overviews of individual languages including the most important non Atlantic contact languages Casamance Creole and Mandinka while the third part explores Atlantic languages from a typological perspective with chapters that explore formal and semantic aspects of their nominal classification systems nominalization strategies their rich system of verbal extensions and the stem initial consonant mutation that is attested in a subset of languages The final part of the book investigates Atlantic languages in their social environments including the creation of creole identities secret languages Ajami writing practices language acquisition the spread and use of Fula as a lingua franca digital language practices and language ideologies The volume is an essential tool

for linguists interested in the languages of West Africa language history and classification patterns of language use in Atlantic societies and typology and language contact more broadly User guide and indices to the initial inventory, substance name index United States. Environmental Protection Agency. Office of Toxic Substances,1979 **InfoWorld**,1982-01-11 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects SAGE Brief Guide to Corporate Social Responsibility Sage Publications,2012 Designed to serve as a supplemental text for courses in business ethics corporate social responsibility corporate strategy and organizational behaviour this text is also an indispensable companion text for business students to use throughout their full programme of study It provides objective coverage of key issues in corporate social responsibility the obligation of companies to various stakeholder groups the contribution of business to society and culture and the relationship between organizations and the quality of the environment Key features of the text include the following A Reader's Guide that explains how to use the volume Keyword entries featuring comprehensive essays on such crucial topics as strategic corporate social responsibility strategic philanthropy corporate social performance and social audits A listing of references and suggested readings for each entry so that readers can find more information on topics of particular interest

Sustainable Civil Engineering Varinder S. Kanwar, Sanjay Kumar Shukla, Siby John, Harpreet Singh Kandra,2023-06-16 This reference text establishes linkages between the user industries and the providers of clean technologies and sustainable materials for a rapid transformation of the small and medium sized enterprises SMEs The text covers several aspects of sustainable applications including clean technologies climate change and its effects sustainable buildings smart cities sustainability in road construction sustainable use of geosynthetic innovative materials and sustainable construction practices The text will be useful for senior undergraduate students graduate students and researchers in the fields of civil engineering and other infrastructure related professionals and planners The book Discusses clean technologies and sustainable materials in depth Covers concepts of sustainability in road construction and water retaining structures Examines environmental policies and practices Discusses climate change and its effects in a comprehensive manner Covers sustainable buildings including smart cities As this book discusses concepts related to sustainable civil engineering practices in a single volume it will be an ideal reference text for everyone aiming at developments of sustainable infrastructures

Practical Guide to ICP-MS Robert Thomas,2008-06-24 Whatever your ICP MS experience you probably know that there are many textbooks compiled and edited by academics that approach ICP MS from a purely theoretical and fundamental perspective but there aren't any books that provide a practical perspective of the technique that are written specifically for the novice user You'll be glad to know that Toxic Substances Control Act (TSCA) Chemical Substance Inventory: User guide and indices to the initial inventory : Substance name index United States. Environmental Protection Agency. Office of Toxic Substances,1979 **Miscellaneous Publication**,1983 *Research and Technology Transfer Activities* United

States. Bureau of Reclamation. Research Office,1998 *Craps A Smart Shooters Guide* Thomas Midgley,2011 The Student's Guide to Studying Psychology Thomas M Heffernan,2015-06-19 Studying a degree course in psychology even if you ve taken the subject before university requires a whole range of new skills and knowledge And the 4th edition of this best selling guide is an invaluable companion It can not only help you to get a good final degree but will also support you in making informed choices towards either a career or further study Updated to include the latest developments in the field the new edition provides practical and helpful guidance on everything a psychology student encounters throughout their degree including Writing essays and research reports including how to get your referencing right Guidelines for researching ethically using humans or animals An overview of research methods and statistics including qualitative methods Tips on how to approach and pass your exams Advice on becoming a graduate including preparing your CV and making the most of your degree Featuring advice to help you every step of the way the book also includes a library of weblinks to provide further resources to support your studies This is an essential book for any psychology student wishing to make the most of their degree course Monthly Catalog of United States Government Publications ,1992

The Top Books of the Year Gbc User Guides The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the fascinating narratives that have enthralled audiences this year. Gbc User Guides : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Uncover the Best : Taylor Jenkins Reid's "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reid's compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens' "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and thrilling novel that will keep you speculating until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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