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# Magnapunch Pro

## Heavy Duty Paper Punch

### INSTALLATION & OPERATION MANUAL

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# 1. Safety

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YOUR SAFETY, AS WELL AS THE SAFETY OF OTHERS IS IMPORTANT TO GBC. IN THIS INSTRUCTION MANUAL AND ON THE PRODUCT ARE IMPORTANT SAFETY MESSAGES. BEFORE YOU INSTALL OR USE THE MACHINE, READ AND FOLLOW ALL THE SAFETY NOTICES CAREFULLY IN THIS CHAPTER.

Observe all the safety information provided. Observe all safety warnings. Never remove safety warnings or other information from the equipment.

Read all of the instructions and save these instructions for further use.



The safety alert symbol precedes each safety notice in this manual. The symbol indicates a potential personal safety hazard to you or others, product damage or property damage.



This safety alert symbol indicates a potential electrical shock. It warns you not to open the punch and expose yourself to hazardous voltage.

THE FOLLOWING WARNINGS ARE FOUND ON THE MAGNAPUNCHHEAVY DUTY PUNCH.



This means you can be seriously hurt or killed if you open the product and expose yourself to hazardous voltage.

Do not open. No user serviceable parts inside. Refer servicing to qualified service personal.



**WARNING:** Do not attempt to service or repair the paper punch.



**WARNING:** Do not connect the paper punch to an electrical supply or attempt to operate the paper punch until you have completely read these instructions. Maintain these instructions in a convenient location for future reference.

## General safeguards

- Use this paper punch only for its intended purpose, according to the specifications outlined in the operating instructions.
- Do not place the punch on an unstable cart, stand or table. An unstable surface may cause the punch to fall resulting in serious bodily injury. Avoid quick stops, excessive force and uneven floor surfaces when moving the punch on a cart or stand.
- Do not defeat or remove electrical or mechanical safety equipment such as interlocks, shields and guards.
- Do not insert objects unsuitable for punching.
- Use only GBC Magnapunch Pro and 2.0 interchangeable Die Sets with the Magnapunch Pro.
- Do not expose punch to liquids.

## Electrical Safeguards

- This punch must be connected to a supply voltage corresponding to the electrical rating as indicated on the rating plate located on the rear of the machine.
- Unplug the punch before moving it, or when it is not in use for an extended period of time.
- Do not operate the punch with a damaged power supply cord or plug.
- Do not overload electrical outlets as this can result in fire or shock.
- Do not alter the attachment plug. This plug is configured for the appropriate supply.
- The unit is intended for indoor use only.



**CAUTION:** The socket outlet must be located near the equipment and easily accessible. Do not use an extension cord.

- Disconnect the attachment plug from the socket outlet to which it is connected and keep the power supply cord in a safe place while moving the punch.
- Do not operate the paper punch with a damaged power supply cord or attachment plug, upon occurrence of a malfunction, or after the punch has been damaged. Contact an authorized GBC service representative for assistance.

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## 2. Warranty

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### Limited 1 Year Warranty; USA, Mexico, and Canada

ACCO Brands USA LLC, ACCO Brands, 4 Corporate Drive, Lake Zurich, IL 60047 (in Mexico, ACCO Brands Mexicana, Neptuno 43, Fraccionamiento Nueva Industrial Vallejo México 07700 D.F. México), (in Canada, ACCO Brands Canada Inc., 7381 Bramalea Road, Mississauga ON L5S1C4) (each, respectively, “ACCO Brands”) warrants to the original purchaser that this ACCO Brands product is free from defects in workmanship and material under normal use and service for a period of: one (1) year for parts and labor after purchase.

ACCO Brands’ obligation under this warranty is limited to replacement or repair, at ACCO Brands’ option, of any warranted part found defective by ACCO Brands without charge for material or labor. Any replacement, at ACCO Brands’ option, may be the same product or a substantially similar product that may contain remanufactured or refurbished parts. This warranty shall be void in the following circumstances:

- (i) if the product has been improperly installed or misused,
- (ii) if the product has been damaged by negligence or accident, or
- (iii) if the product has been altered by anyone other than ACCO Brands or ACCO Brands’ authorized agents.

Without limiting the generality of the previous paragraph, ACCO Brands’ obligation under this limited warranty does not include:

- (iiii) damage caused to the punch due to punching more than recommended capacities; by any foreign objects falling into the working area of the punch; or by cleaning the punch with solutions or materials that harm its surfaces;

For warranty execution, please contact ACCO Brands at: 800-723-4000 or [www.gbconnect.com](http://www.gbconnect.com) in the USA 800-263-1063 or [www.gbcanada.com](http://www.gbcanada.com) in Canada (55) 1500 5578 or [www.accomexico.mx](http://www.accomexico.mx) in Mexico

TO THE EXTENT ALLOWED BY APPLICABLE LAW, THIS WARRANTY IS IN LIEU OF ALL OTHER EXPRESSED WARRANTIES. REPRESENTATIONS OR PROMISES INCONSISTENT WITH OR IN ADDITION TO THIS WARRANTY ARE UNAUTHORIZED AND SHALL NOT BE BINDING ON ACCO BRANDS. TO THE EXTENT PERMITTED BY APPLICABLE LAWS, ANY IMPLIED WARRANTIES (IF APPLICABLE) ARE LIMITED IN DURATION TO THE DURATION OF THIS WARRANTY. SOME STATES AND JURISDICTIONS DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU. TO THE EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL ACCO BRANDS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY, CONSEQUENTIAL OR SIMILAR DAMAGES, WHETHER OR NOT FORESEEABLE. SOME STATES AND JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY, CONSEQUENTIAL, OR SIMILAR DAMAGES, SO THE ABOVE EXCLUSION OR LIMITATION MAY NOT APPLY TO YOU.

FOR CONSUMERS WHO HAVE THE BENEFIT OF CONSUMER PROTECTION LAWS OR REGULATIONS IN THEIR JURISDICTION OF PURCHASE OR, IF DIFFERENT, IN THEIR JURISDICTION OF RESIDENCE, THE BENEFITS CONFERRED BY THIS WARRANTY ARE IN ADDITION TO ALL RIGHTS AND REMEDIES CONVEYED BY SUCH CONSUMER PROTECTION LAWS AND REGULATIONS.

To the extent permitted by law, this warranty is not transferable and will automatically terminate if the original product purchaser sells or otherwise disposes of the product.

This warranty gives you specific legal rights. Other rights, which vary from jurisdiction to jurisdiction, may exist. In addition some jurisdictions do not allow (i) the exclusion of certain warranties, (ii) limitations on how long an implied warranty lasts and/or (iii) the exclusion or limitation of certain types of costs and/or damages, so the above limitations may not apply.

## **GBC Technical Service**

To order replacement accessories, service, parts, or an Equipment Maintenance Agreement, please contact GBC Technical Service and Support at:

### **United States**

ACCO Brands GBC Technical Service and Support  
4 Corporate Drive Lake Zurich, IL 60047-8997 [www.gbconnect.com](http://www.gbconnect.com)  
1-800-723-4000

### **Canada**

1-800-463-2545  
[callcentre@acco.com](mailto:callcentre@acco.com)

### **Mexico**

Acco Mexicana S.A. de C.V  
Circuito de la industria norte  
No. 6 corredor industrial  
Toluca Lerma, Lerma, México  
C.P. 52004 R.F.C. AME640229-1W3  
En México llame al 01 800 759.6825  
Desde el extranjero 52.72.2265.65.01  
[www.accomexico.com](http://www.accomexico.com)  
Una compañía del grupo  
ACCO BRANDS CORPORATION

## 3. Specifications

Model	Magnapunch Pro		
Punch Plastic Binding Plastic Color Coil, GBC and Industry standard 4:1 (C4) Twin Loop Wire, 2:1 (W2) Twin Loop Wire, 3:1 (W3) VeloBind SureBind 3/5/7 or 2/4 Loose Leaf	Maximum Sheet Capacity <i>20 lb. bond (75 gsm).</i> 39 sheets or 2 covers 29 sheets or 2 covers 29 sheets or 2 covers 34 (round/Square) sheets or 2 covers 29 (round/square) sheets or 2 covers 49 sheets or 2 covers 49 sheets or 2 covers 34 sheets or 2 covers	Recommended Sheet Capacity* <i>20 lb. bond (75 gsm).</i> 27 – 31 sheets 20 – 23 sheets 20 – 23 sheets 23 – 27 (round/Square) sheets 20 – 23 (round/square) sheets 27 – 39 sheets 27 – 39 sheets 23 – 27 sheets	*Ensures a better quality book with cleaner holes and less welding of the book for better page turning. Also, reduces wear on machine to prolong life.
Punch Plastic Binding Plastic Color Coil, GBC and Industry standard 4:1 (C4) Twin Loop Wire, 2:1 (W2) Twin Loop Wire, 3:1 (W3) ProClick 3:1 square VeloBind SureBind 3/5/7 or 2/4 Loose Leaf	Pin Count 25 55 55 27 41 34 14 12 Up to 7 or 4	Hole Spacing 0.5625 in. (14.29 mm) 0.2475 in. (6.29 mm) 0.25 in. (6.35 mm) 0.50 in. (12.70 mm) 0.3333 in. (8.47 mm) 0.3333 in. (8.47 mm) 1.0 in. (25.40 mm) Varies Varies	Max. Punching Width 14 in. (356 mm) 14 in. (356 mm) 14 in. (356 mm) 14 in. (356 mm) 14 in. (356 mm) 14 in. (356 mm) 12 in. (305 mm) 15 in. (381 mm) 14 in. (356 mm)
Dimensions: <ul style="list-style-type: none"> <li>Width</li> <li>Height</li> <li>Depth</li> <li>Weight</li> </ul>	Machine: 17.7" (45cm) 10.6" (27cm) 20.1" (51cm) 105.8lbs (48kgs)	Shipping: 23.6" (60cm) 18.5" (47cm) 23.6" (60cm) 127.9lbs (58kgs)	
Electrical Requirements <ul style="list-style-type: none"> <li>Voltage</li> <li>Receptacle</li> <li>Fuse</li> </ul>	<u>North America Model</u> 100-127Vac, 50/60 Hz 5A Detachable - NEMA 5-15R Fuse (F1 T1A 250V)	<u>European Model</u> 220V-240V, 50/60 Hz Detachable - Variable Fuse (F1 <b>T0,5A</b> 250V)	To replace a fuse, insert a flat blade screwdriver into the fuse cover, push, and then turn counterclockwise. Replace the fuse, insert into the fuse holder, and turn it clockwise.

## **FCC Class B Notice**

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- This device may not cause harmful interference.
- This device must accept any interference received, including interference that may cause undesired operation.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

## **Canada Class B Notice -**

### **CAN ICES-3 (B)/NMB-3(B)**

## **Modifications**

Any modifications made to this device that are not approved by ACCO Brands may void the authority granted to the user by the FCC and/or by Industry Canada to operate this equipment.

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## 4. Installation

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### Service



**WARNING:** Do not attempt to service or repair the punch. Failure to observe this warning could result in severe personal injury or death.

Disconnect the plug from the socket outlet and contact GBC Technical Service when one or more of the following has occurred.

- The power supply cord or attachment plug is damaged.
- Liquid has been spilled into the punch.
- The punch is malfunctioning after being mishandled.
- The punch does not operate as described in these instructions.

### Installation

- Shipping damage should be brought to the immediate attention of the delivering carrier.
- Due to the weight of the punch, two people are required for lifting the machine when unpacking or relocating.
- Place the punch on a stable flat surface capable of supporting 150 lbs.
- The surface should be at least 30" high to assure comfortable positioning during operation. All four rubber feet should be on the supporting surface.
- Connect power cord to an appropriate power source. Avoid connecting other equipment to the same branch circuit to which the paper punch is connected as this may cause nuisance tripping of the circuit breaker or blown fuses.
- Plug the Foot Pedal air hose to the foot pedal connector on the back of the machine.

### Caring for Magnapunch Pro

The only maintenance required by the operator is to empty the Chip Tray bin to ensure the paper chips do not back up into the punch and periodically clean the surfaces with a lint-free cloth and a mild detergent. Empty the drawer frequently to prevent the buildup of paper chads. Recommended every 200 to 400 cycles depending on binding style.



## 5. Feature Guide

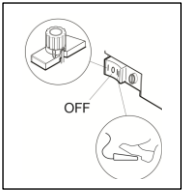


Figure 1

- A. **MAIN POWER SWITCH:** Located on the right side of the machine, the switch applies power to the Punch. Two 'ON' positions are indicated by the 'I' symbol for table top trigger operation and the 'II' symbol for use with the foot pedal. The 'OFF' position is marked with the 'O' symbol (figure 1).

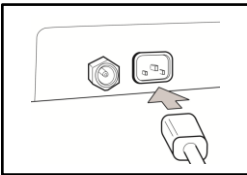


Figure 2

- B. **POWER CORD:** The punch comes with a detachable power cord located in the back. Connect the power cord to the machine before plugging the unit into a wall outlet (Figure 2)

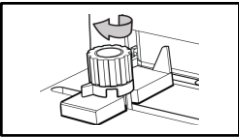


Figure 3

- C. **EDGE GUIDE:** Used to align the paper for proper punching. Unlock the edge guide by turning the knob counterclockwise, slide the edge guide to the proper position based on your paper size and lock it again by turning the knob clockwise. (Figure 3)

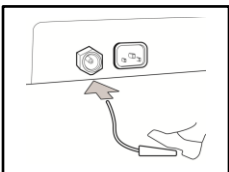


Figure 4

- D. **FOOT PEDAL / FOOT PEDAL CONNECTOR:** The foot pedal can be used to activate the punch. To use the foot pedal, the long black tube needs to be connected to the Foot Pedal Connector (Figure 4) on the back of the machine. The power switch should be turned on to Foot Pedal operation mode.

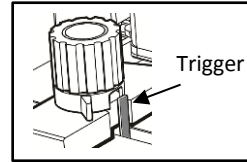


Figure 5

- E. **TABLE TOP TRIGGER:** Used to activate the punch when paper is pressed against the trigger. Machine must be on in table top trigger mode with the main power switch. (Figure 5)

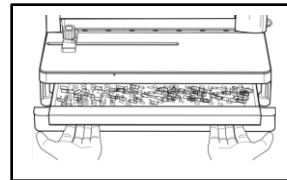


Figure 6

- F. **CHIP TRAY:** The chip tray collects all of the paper chads when punching paper and covers. The chip tray must be emptied on a regular basis. (Figure 6)

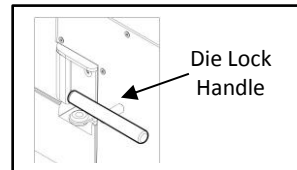


Figure 7

- G. **DIE LOCKING HANDLE:** Locks die into position. To remove die, turn handle counterclockwise to unlock and remove die. After new die is inserted, lock the die into position by turning lock clockwise.

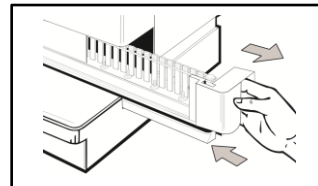


Figure 8

- H. **DIE SLOT:** Where interchangeable die sets are inserted/removed from the punch to modify punch pattern. (Figure 8)

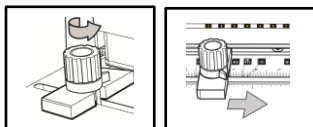
- I. **INTERCHANGABLE DIE SET:** Die sets are sold separately for all of the most common binding styles.

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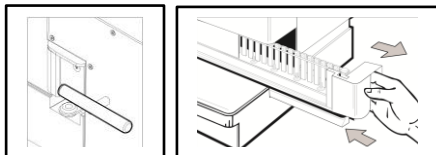
## 6. Operation

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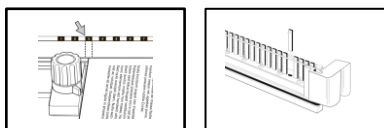
### SETUP



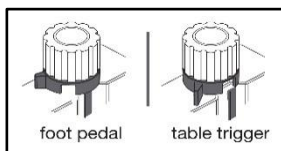
- A. **EDGE GUIDE ALIGNMENT:** Unlock the edge guide by turning the knob counter clockwise, slide the guide to the proper position based on your paper size and lock the edge guide by turning the knob clockwise.



- B. **DIE INSERTION/REMOVAL:** If the die for the desired punch pattern is not currently in the machine, you need to replace it. To do this:
- Turn machine off, then rotate the die locking handle to the unlock position.
  - Remove the die by sliding it out
  - Insert the proper die and slide it in.
  - Rotate the die locking handle to the locked position

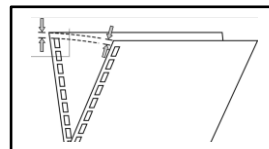


- C. **DIE PIN REMOVAL:** With die inserted and edge guide at proper position place media on table top against the edge guide. Use die label to determine if any pins should be removed. To remove pins:
- Remove die following steps above
  - Remove magnet resting on the pins of the die.
  - Remove the pins by sliding them up through the channel and store for use later.
  - Replace the magnet and re-insert the die



- D. **TABLE TOP TRIGGER SETUP:** The punch can operate in Foot Pedal mode or Table Top trigger operation. If using the Foot Pedal you want to block the table top trigger. To do this rotate the middle flange on the edge guide to

block the trigger by rotating clockwise. To unblock the trigger rotate counter clockwise.

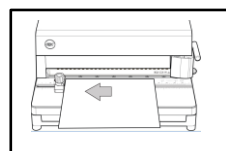


- E. **CONFIRM PUNCH ALIGNMENT:** Punch 2 sheets of paper and then fold one of the sheets in half to make sure left and right margins match. If needed make slight adjustment to your edge guide.

### OPERATION

- A. **TURN ON/OFF:** Power switch is located on the right side of the machine and has three positions. Place it in the desired position
- Table Top Trigger - 'I'
  - Off - 'O'
  - Foot Pedal Trigger - 'II'

Allow for motor to get to full power by waiting 5 seconds before punching. Punching paper too early could cause the machine to jam.



- B. **PAPER INSERTION:** It is best to slide your paper in forward and then slide to the left to press up against the Edge Guide.
- C. **PAPER PUNCHING:** The Table Top trigger will cycle once you make contact with the Edge Guide. Foot Pedal operation will trigger once you have paper aligned and step on the Foot Pedal.