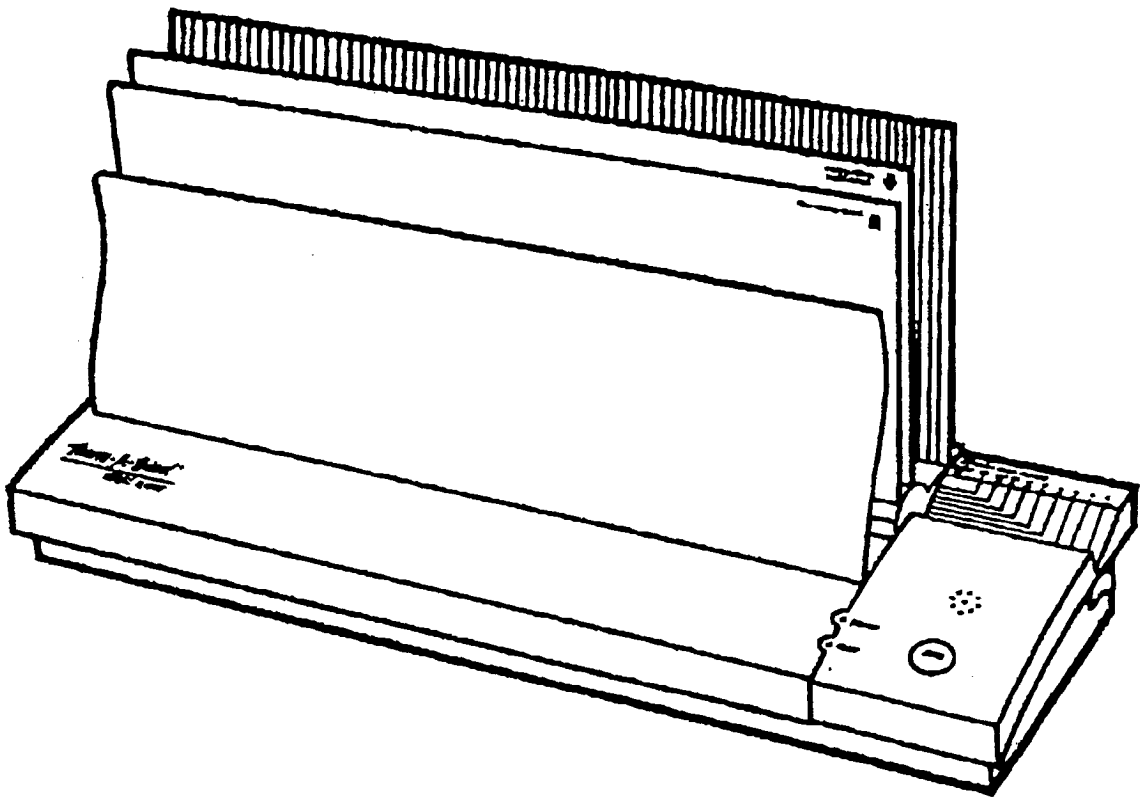


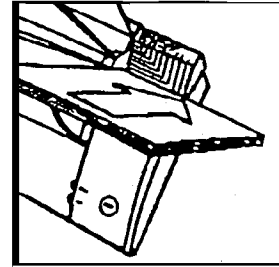
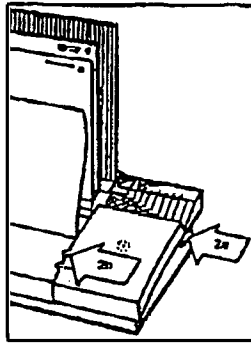
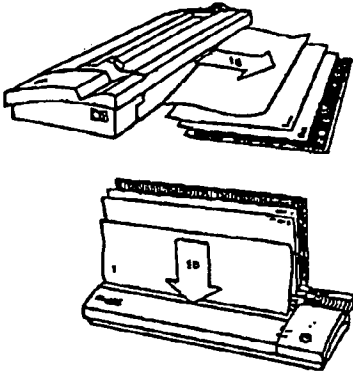
# 250T THERM-A-BIND

## Operating Instructions



**GBC**® *General Binding Corporation*

## 250T



### 250T SET-UP

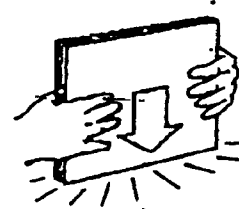
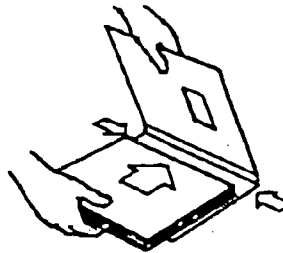
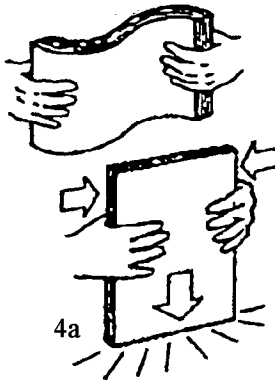
- 1a. Remove 4 book supports from storage compartment.
- 1b. Insert support #1 firmly in front slot. Firmly insert remaining supports in consecutive numerical order.

- 2a. Plug in and switch on 250T. The yellow wait light will illuminate.
- 2b. In about 4 minutes a "beep" will sound and the green light will illuminate. At this time the 250T is ready for binding.

### BOOK PREPARATION

3. Firmly hold sheets to be bound and place binding edge on lined surface. The first horizontal line above the paper will indicate the cover size to use.

## 250T

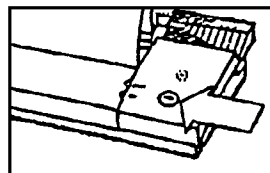
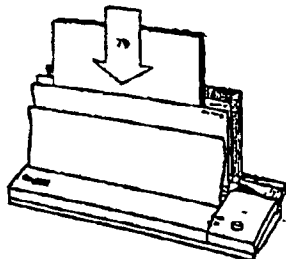
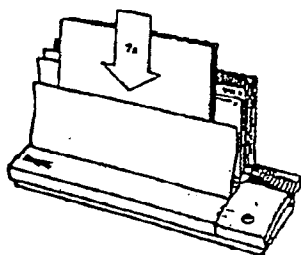


- 4a. Fan and jog paper to insure that all edges are even.
- 4b. Before inserting pages into binder, square the spine along the 2 inside score lines.

5. Holding sheets firmly, insert fully into cover until they are all directly and evenly seated against the spine adhesive.

6. Holding the book loosely, firmly tap spine two or three times against hard surface. This will ensure that all sheet are in contact with spine adhesive.

## 250T



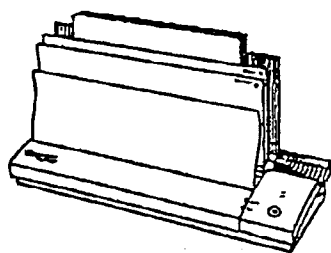
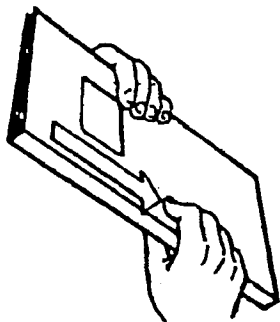
### 250T OPERATION

7a. For Therm-A-Bind Covers  
Insert one or several books  
(total thickness less than 25mm  
or 1 inch) into front "Therm-  
A-Bind" slot. Be sure entire  
spine is in complete contact with  
heat surface.

7b. For Copy-Bind Covers  
Insert only one book into  
"Copy-Bind" slot. Be sure  
entire spine is resting all the  
way into grooved heat surface.

8. Depress "Bind" button.  
Yellow "Wait" light will  
illuminate. After 40 seconds  
a "BEEP" will sound and the  
green "ready" light will illuminate.  
Immediately remove book(s) from  
250T.

## 250T



9. Hold the finished book with  
one hand, with other hand  
pinch one end of binding edge  
and run fingers along binding  
edge to ensure that sheets are  
securely bound. **CAUTION:** Binding  
edge will be warm to the touch.

10. Place the finished book(s) into  
the rear "cooling" slot. Allow 5  
minutes for proper cooling.

11. You may continue to bind  
additional books during the cooling  
period. Switch off the 250T when you  
have finished binding all your books.

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