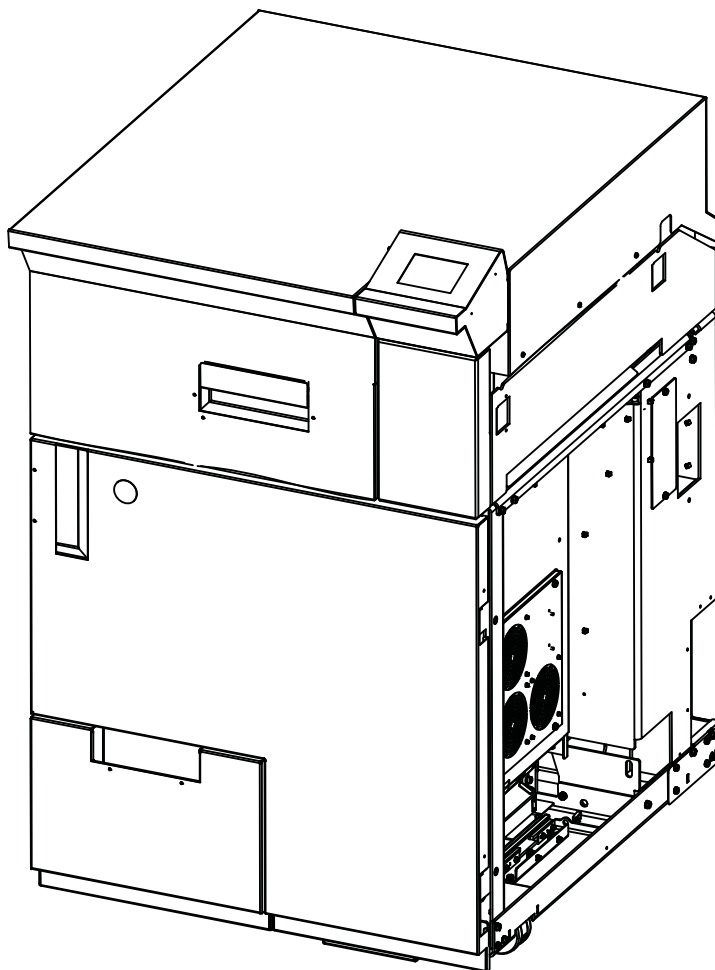


KONICA MINOLTA

GP-502

OPERATION MANUAL



KONICA MINOLTA



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1. Safety

THE SAFETY OF YOU AND OTHERS IS VERY IMPORTANT TO GBC. IMPORTANT SAFETY MESSAGES AND INFORMATION ARE CONTAINED IN THIS MANUAL AS WELL AS ON THE MACHINE ITSELF. PLEASE MAKE SURE YOU CAREFULLY READ AND UNDERSTAND ALL OF THESE BEFORE OPERATING THE MACHINE.



THE SAFETY ALERT SYMBOL PRECEDES EACH SAFETY MESSAGE IN THIS OPERATION INSTRUCTIONS MANUAL. THIS SYMBOL INDICATES A POTENTIAL PERSONAL SAFETY HAZARD THAT COULD HURT YOU OR OTHERS

THE FOLLOWING PICTORIAL IS FOUND ON THE GP-502.



This safety message means you could get an electrical shock because disconnecting power from this section does not cut off power from adjacent sections of the machine.



This safety message means that you might get seriously hurt or killed if you open the product and expose yourself to hazardous voltage. NEVER remove the screwed on covers.

ALWAYS refer service

- Use the GP-502 only for its intended purpose of punching and binding books using paper and covers according to the indicated specifications.
- Retain this Operation Instructions manual for future use.



CAUTION: THE PRINTER ON/OFF SWITCH DOES NOT CUT OFF POWER FROM THE BINDER.



CAUTION: THE PUNCH ON/OFF SWITCH DOES NOT CUT OFF POWER FROM THE BINDER.

- The GP-502 must be connected to a supply voltage corresponding to the electrical rating of the machine operation instructions (also listed on the serial number label).

- 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 of the GP-502. It is provided for your safety.
- Unplug the GP-502 before moving the machine or whenever the machine is not in use for an extended period of time.
- Do not operate the GP-502 if the machine has a damaged power supply cord or plug. Do not operate the machine after any malfunction. Do not operate the machine in case of liquid spills, or if the machine has been damaged in any other way.
- Do not overload electrical outlets.

FCC NOTE

(THE FOLLOWING NOTE ONLY APPLIES TO THE UNITS RATED 115V 60HZ.)

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 Operation Manual, may cause harmful interference with 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/her own expense.

Safety messages

CAUTION: CHANGES OR MODIFICATIONS NOT EXPRESSLY APPROVED BY GENERAL BINDING CORPORATION COULD VOID YOUR AUTHORITY TO OPERATE THE EQUIPMENT.

Canada Class A Notice - Avis Canada, Classe A

This Class A digital apparatus complies with Canadian ICES-3. Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

MAIN CORDSET SELECTION

(THE FOLLOWING NOTE ONLY APPLIES ONLY TO THE UNITS RATED 230V 50HZ, AND LOCATED IN THE EUROPEAN UNION)

CAUTION: WHEN CHOOSING A DETACHABLE LINE CORD FOR USE WITH YOUR GP-502,

ALWAYS FOLLOW THE FOLLOWING PRECAUTIONS

The cordset consists of three parts: the attachment plug, the cord and the appliance inlet. Each of these components must have European regulatory safety approvals.

The following minimum electrical ratings for the specific cordset are published for safety purposes.

DO NOT USE CORDSETS THAT DO NOT MEET THE FOLLOWING MINIMUM ELECTRICAL REQUIREMENTS.

PLUG: 3 amperes, 250 volts, 50/60 Hz, Class 1, 3 conductor, European safety approved.

CORD: Type H05VV-F3G0.75, Harmonized (< HAR>). The "< >" symbols indicate cord approved according to appropriate European standard (NOTE: "HAR" may be substituted for approval mark of European safety agency that approved the cord. An example would be "< VDE >").

APPLIANCE CONNECTOR: 3 amperes, 250 volts, 50/60 Hz, European safety approved, Type IEC 320. The cordset shall not exceed 3 meters in length. A cordset with component electrical ratings

2. Overview

2.1 FEATURES & BENEFITS OF THE GP-502

The GBC GP-502 attaches directly to your high-speed Konica Minolta printer. Documents flow directly from the printer to the binding system without the bottleneck associated with traditional offline punching processes. The GBC GP-502 online binding system not only affords superior turnaround times, but also significantly reduces labor costs. Only one operator is required to print, punch and bind documents.

The GP-502 is an automated binder system capable of binding small and large books by simply making a selection on the printers screen. The GP-502 reduces downtime by not requiring the Ellipse binding element to be changed when different size books are produced. By use of internal automation, all books whether large or small are all created with only one common Ellipse element.

Some customer benefits noted for this system include:

- Docks to the Konica Minolta printer to combine printing, punching, collating, and binding into one convenient step.
- Increases throughput of finishing applications with a completely automated process.
- Creates books that lie-flat and wrap around for easy note taking.
- Operates seamlessly with no supply changeovers required for different size books.
- Utilizes an attractive new element to bind all document sizes.
- Compared to other styles of binding, the unique elliptical shape of the GBC GP-502 element creates a more stable document that takes up less space when shipping, stacking and storing.
- Easily operable with limited user training.
- Saves costs by bringing out-sourced jobs in-house.
- Outputs printed, punched, bound and neatly stacked documents in the convenient document stacker.

2.2 Ellipse Binding Elements



The Ellipse binding element is available in four colors.

- | | |
|----------------------|-------------------------------------|
| •Black, Qty 200: | Type#: Ring Binder RB-101 Black |
| •Clear, Qty 200: | Type#: Ring Binder RB-101 Clear |
| •White, Qty 200: | Type#: Ring Binder RB-101 White |
| •Navy Blue, Qty 200: | Type#: Ring Binder RB-101 Navy Blue |

2.3 User Interface & Feature Locations

PAPER PATH

See Fig. 1 for an illustration of the GP-502 bind paper path.

FEATURE LOCATIONS:

A. GP-502 screen/display:

Shows operational status of GP-502

B. Paper Tray:

Holds sheets until book is bound and dropped into book drawer.

C. Element Feeder:

Holds Ellipse binding element and feeds element for binding.

D. Paper Punch:

Paper is punched before being delivered to the paper tray.

E. Book Chute:

After the book is bound it is fed through the book chute.

F. Vertical Paper Path:

Sheets are fed along vertical paper path to paper punch.

G. Bypass Path:

Bypassed sheets are fed along this paper path.

H. Front Door:

I. Top Cover & Handle:

J. Book Drawer:

Completed books are stacked in the book drawer.

K. Chip Tray:

Contains punch chips/waste.

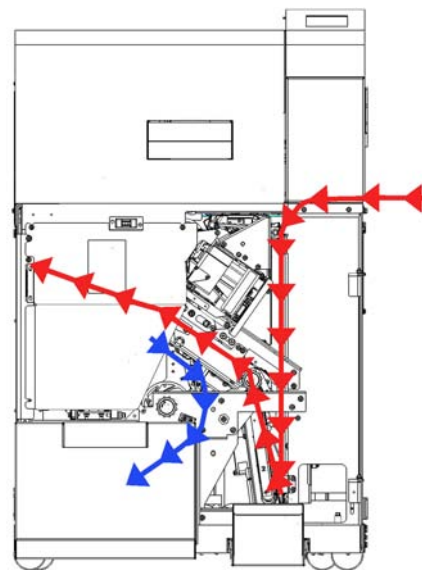
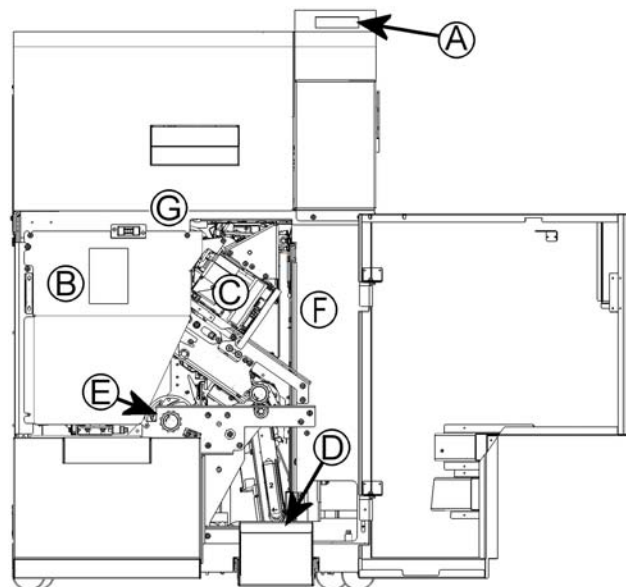
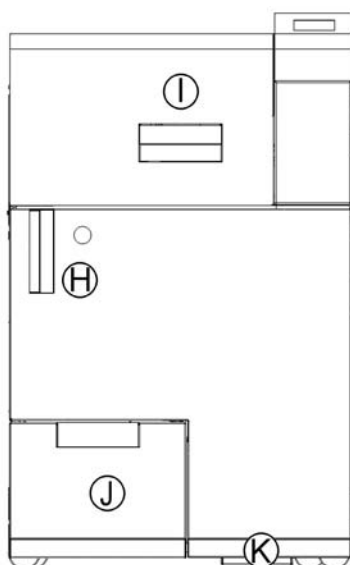


Fig. 1



3. Installation

The GP-502 should only be installed by a Customer Engineer (CE). Please contact service representative for installation of this finisher with the host printer.

1. Power Inlet:

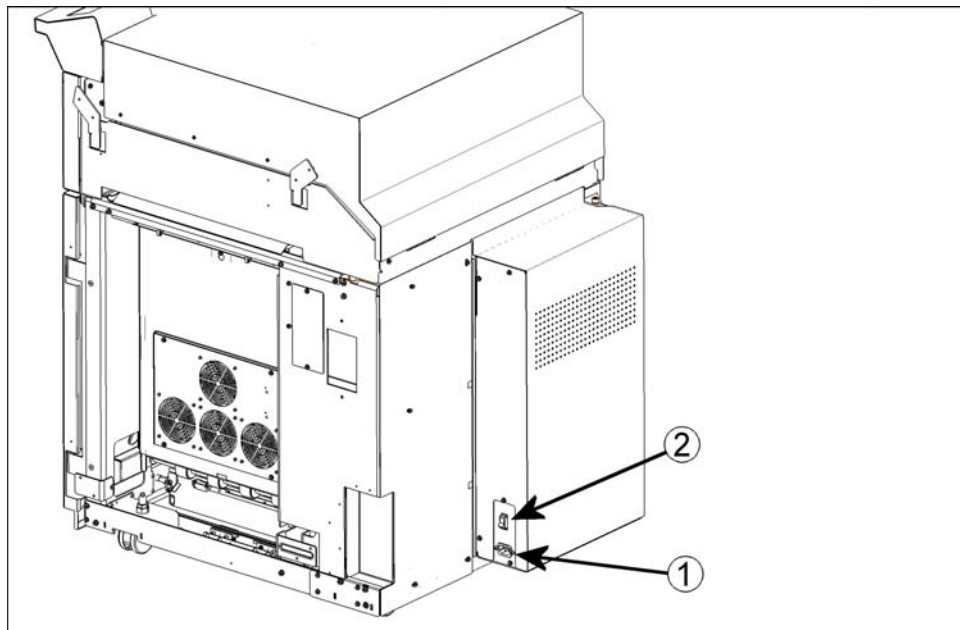
The power inlet is located on the rear of the GP-502. Attach the included power cord to the GP-502 at this location. Only use power that meets the voltage and frequency as listed on the rating label located on the GP-502.

2. Power Switch:

The power switch is located on the rear of the GP-502.



NOTE: Setting the power switch to the off position will not turn off all power within the GP-502. Power is passed through the GP-502 by and other finishers.

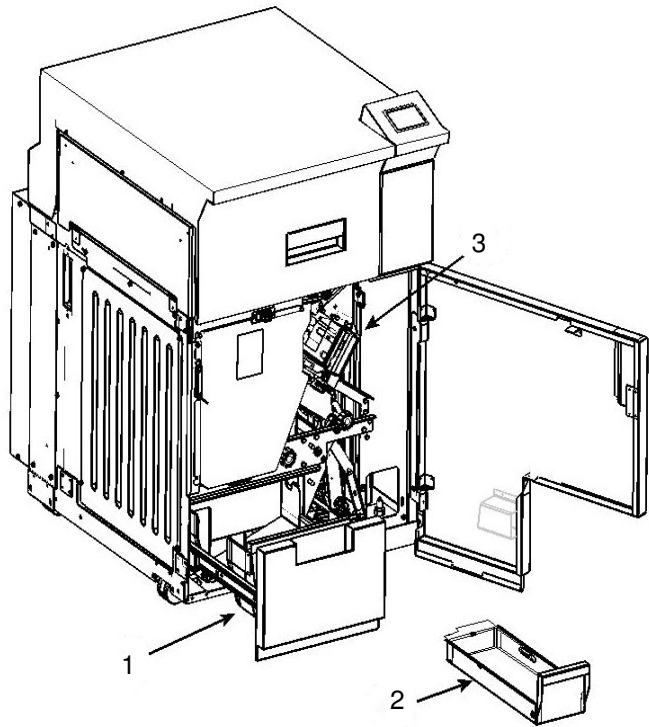


4. Unit Operation - Bypass

Whenever binding is not selected for the GP-502 bypass will be enabled. For bypass operation no consideration needs to be made for media weight or size, all acceptable printer paper sizes and weights can be bypassed.

5. Unit Operation - Binding

5.1 GETTING TO KNOW THE GP-502



The GP-502 will temporarily stop in the process of creating a book if the main body's (printer) paper feed drawer runs out of paper; opening and closing the top cover when in this condition will cause the GP-502 to display a JAM. Because of this, the top cover should never be opened while the GP-502 is operating.

To operate the GP-502 three areas of the machine require regular attention from the operator.

1. Book Drawer:

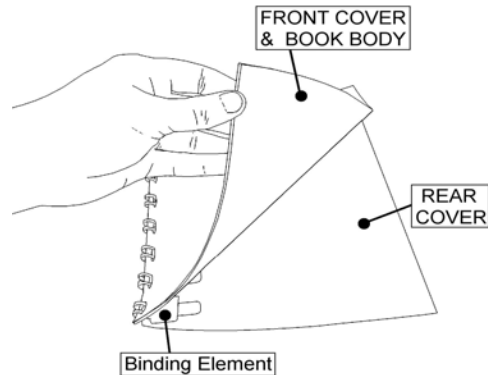
After the GP-502 completes the binding of a book it is dropped into the book drawer. The book drawer will hold up to 35 books before it declares to the printer that it is full. The number of books held in the drawer is dependent upon the size of the book created. Larger books will fill the drawer much sooner than small books.

The book drawer should never be opened while the GP-502 is operating. Opening the book drawer while the GP-502 or printer is operating will result in a paper jam. After the printer and finishers within the system have stopped operating it is safe to open the book drawer.

The GP-502 will alert the operator when the book drawer requires emptying or when it is open. See the two illustrations to the right.

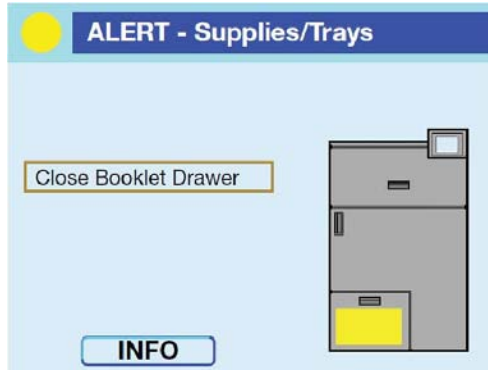
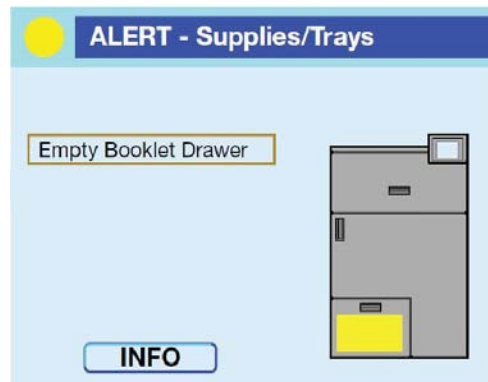
The GP-502 may temporarily stop during operation. Opening the book drawer of the GP-502 when in this state will cause a paper jam. Always wait to open the book drawer until the GP-502 operation has completely stopped.

HIDING SPINE OF BINDING ELEMENT



To improve the appearance of the bound book, flip the rear cover over after the book is bound. This will cause the spine of the bound book to be hidden between the rear cover and the last page of the book body.

When removing the finished books from the book drawer, do not grasp the book by the binding loop. Grasping or holding the binding loop can cause the element loop shape to change.



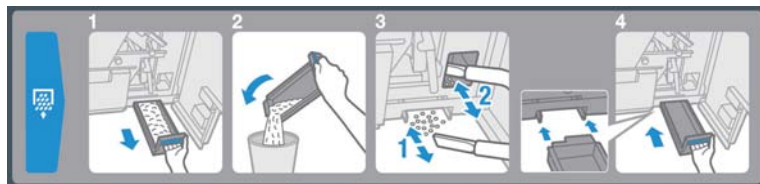
2. Punch Chip Tray:

The punch waste tray contains the paper chips/waste that result from punching holes in the paper. The tray will hold a maximum of roughly 5,000 punches.

Before emptying the chip tray, wait until the printer and finishers have finished operating, then open the front door and remove the chip tray.

The GP-502 will alert the operator when the chip tray requires emptying or when it is missing. The two illustrations on the right show the images that the GP-502 screen will display when the chip tray needs attention.

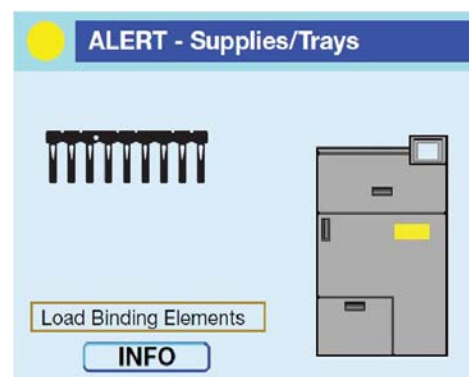
To empty the chip tray first open the front door, then remove the chip tray in a waste basket as shown in the illustration. Before replacing the chip tray in the GP-502, remove any spilled paper chips by using a vacuum cleaner. The emptied chip tray can now be inserted into the GP-502 and the front door closed.



3. Element Feeder Drawer:

Before operating the GP-502 binding elements must be installed into the element feeder drawer. For detailed instructions on this process see section 5.2.

The GP-502 will alert the operator when the element feeder drawer is empty or when it is open. See the two illustrations below.

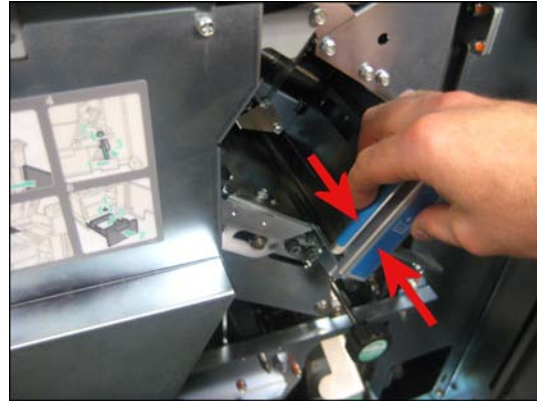


5.2 INSTALLING ELEMENTS INTO THE GP-502

1. Open the front door of the GP-502. Then locate the element drawer, which can be identified by the label shown below.



Open the element drawer by squeezing the two blue handles together.

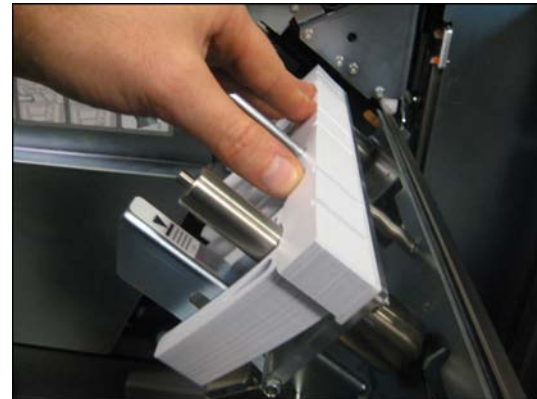


2. Install the elements by aligning the locating hole on the elements with the rod on the element drawer.

Install the elements after flipping the rear side of the elements to remove any dust that may be present.

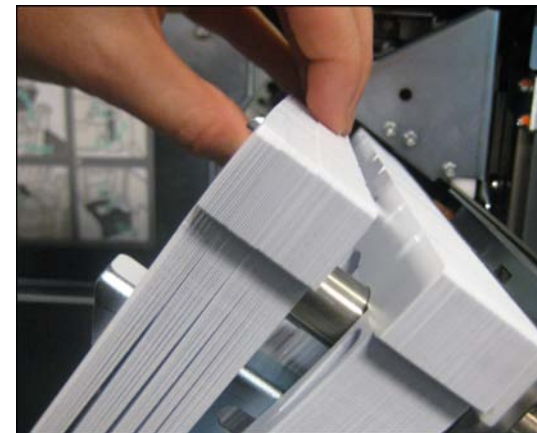


3. Press the elements firmly into place to secure the adhesive to the element drawer. Failure to perform this task could lead to element feeding trouble within the GP-502.



4. A maximum of 115 elements can be installed into the element drawer. To install additional elements place them on top of the elements that are already in the drawer. Always press the elements firmly in the drawer to properly secure them. Do not overfill the element drawer; doing so will cause the elements to be damaged when the drawer is closed.

Elements should be installed into the drawer not to exceed the Max label.

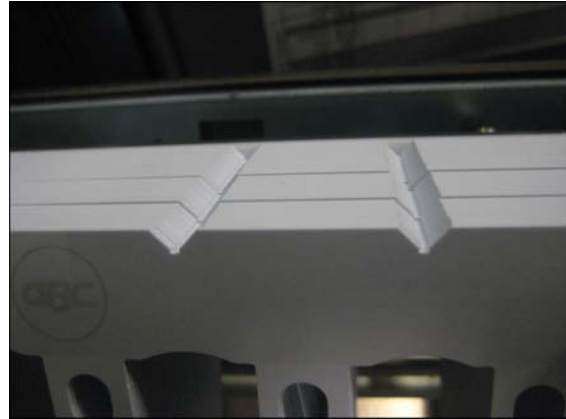


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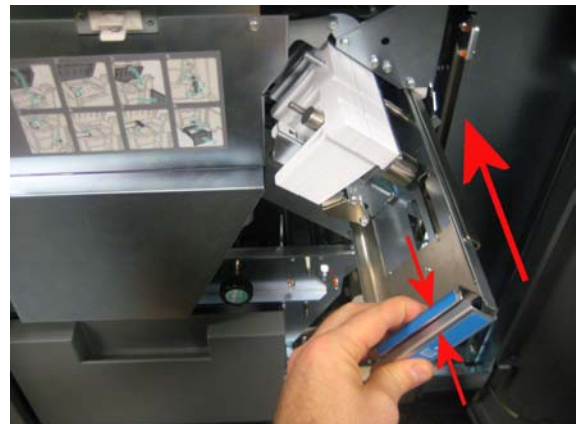
5.2 INSTALLING ELEMENTS INTO THE GP-502

5. When installing additional elements into the element drawer ensure that each set of elements is aligned with the previous set. Precise alignment is not required, yet severe misalignment should be corrected.

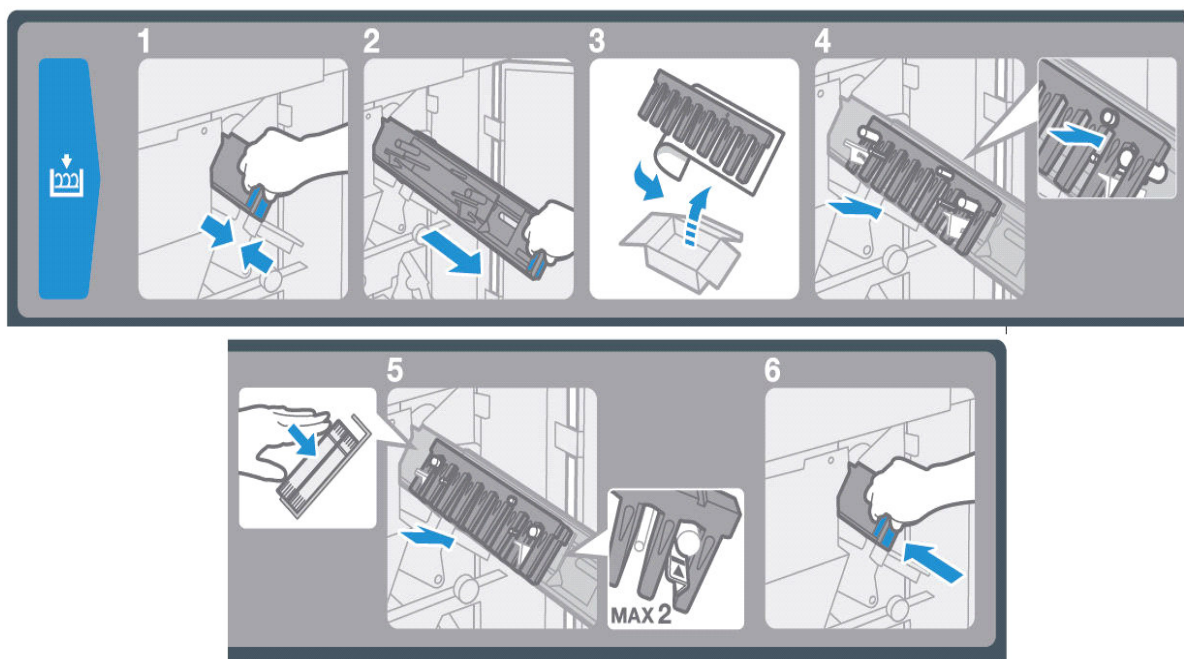
The photo on the right shows an acceptable amount of misalignment within the element sets.



6. Squeeze the handles of the element drawer together and then push the drawer into the GP-502. Always make sure to continue squeezing the handles of the element drawer until after the drawer is fully inserted into the machine. Failure to squeeze the handles while inserting the element drawer may cause element feeding errors.



The illustrations below are shown on the GP-502 to aid in the installation of elements



6. Creating Bind Job

6.1 SETTING FRONT & BACK COVER

The GP-502 requires that a front and back cover be used. Refer to the media section of this manual for a list of approved cover weights.

Refer to the printers display, then perform the following:

1. Check the GP-502 screen and ensure that it is states ready. See Fig. 1
2. Navigate to the (*Copy*) menu. Select (*Application*). See Fig. 2
3. Select (*Insert Sheet*). See Fig. 3

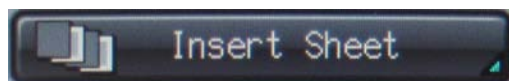


Fig. 3

4. Select an approved cover type for both the front and back cover. See Fig. 4

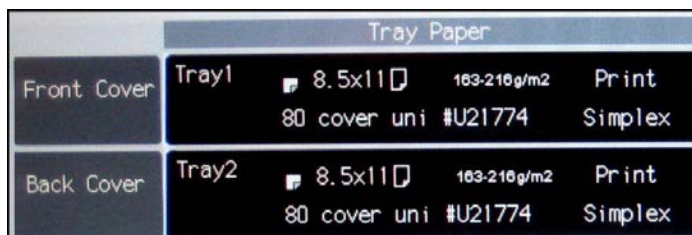


Fig. 4

6.2 ENABLING BIND FUNCTION

Refer to the media section of this manual for a list of approved paper weights for the book body.

Refer to the printers display, then perform the following:

1. Navigate to the (*Copy*) menu. Then select (*Output Setting*). See Fig. 4
2. Select the (*Ring Bind*) function. See Fig. 5



Fig. 4

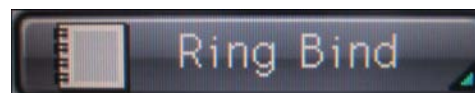


Fig. 5

7. Media

7.1 Bypass

For bypass operation no consideration needs to be made for media weight or size, all acceptable printer paper sizes and weights can be bypassed.

7.2 Binding

When binding a book with the GP-502, be certain to only use the approved paper sizes and weights. Using the incorrect media weight or size will result in poor performance or no operation at all.

Book Size:

The GP-502 is limited to the size of book to which can bound. The number of sheets that can be bound in one book is dependent upon the weight and thickness of the media. See the below book size restriction based upon 75 gsm.

Book Size (Sheets)
Smallest = (5shts+2covers) Largest = (100shts+2covers) [Assumes 75gsm body and 216gsm covers]

Paper Size:

Two GP-502 models exist, one for binding Letter paper (216x279mm) and another for binding A4 paper (210x297mm). Each GP-502 can only accept one paper size through the bind paper path (A4 or Letter respectively).

Book Covers:

Covers are required to ensure proper machine operation and book stacking. Not using covers can result in jams and damage to the books as they are ejected and stacked. See the below list of approved cover types.

Book Cover, Media Weight
163gsm - 216gsm [90lb Index to 80lb Cover]

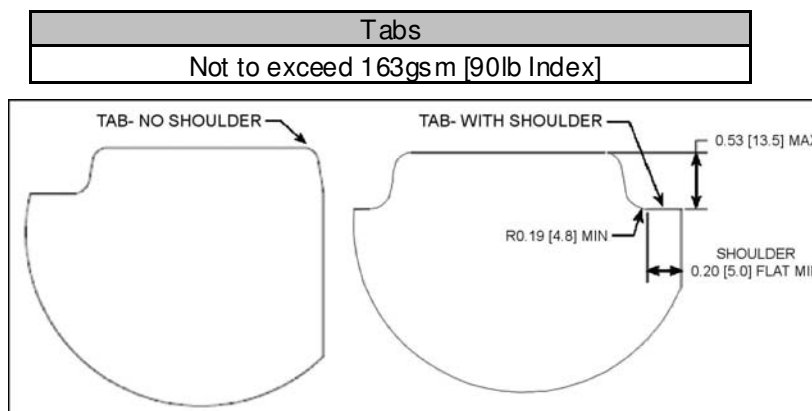
Book Body:

The book body is referring to sheets that are not the out covers and are not inserted tabs. The acceptable media weight of the body of the book is given below.

Book Body, Media Weight
75gsm - 120gsm [20lb bond to 32lb bond]

Tabs:

The GP-502 is capable of binding books containing tabbed inserts that meet the specification given below. No adjustment or input is required prior to operating a print job containing tabs. Acceptable tabs must have a shoulder as shown in the illustration below. When feeding tabs they must be fed such that they leave the printer with the tab on the trailing edge. Failure to comply with either of these requirements will cause a jam and will prevent binding of the book.



8. Jam Clearance

The red dotted line parts or rectangular parts in the figures below show the place of the paper jam.

8.1 Bypass Path Jam Clearance

Jam Area A

When the GP-502 is operating in bypass mode and a jam occurs paper may be left in the GP-502 bypass path. If a sheet remains in the bypass path the machine will show a jam screen like that in (Fig.1).

To clear a bypass jam first open the top cover, and then remove any jammed sheets. See (Fig. 2).

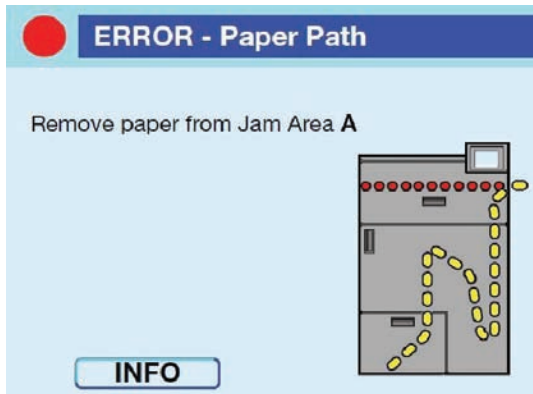


Fig. 1

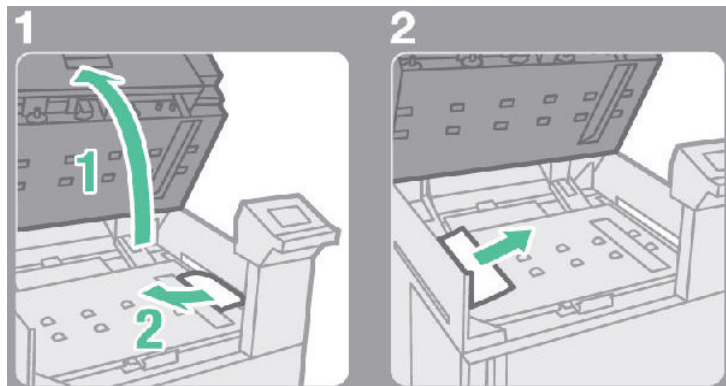


Fig. 2

8.2 Bind Path Jam Clearance

When the GP-502 is operating in bind mode and a jam occurs paper sheets may be jammed in multiple locations. After a jam occurs, view the GP-502 screen for the location of the jammed sheets.

Jam Area B

When the GP-502 displays the screen as shown in (Fig. 3), follow the steps given below.

Open the top cover, bypass path and the front door as shown in (Fig. 4). Locate any sheets in the vertical paper path and then remove them.

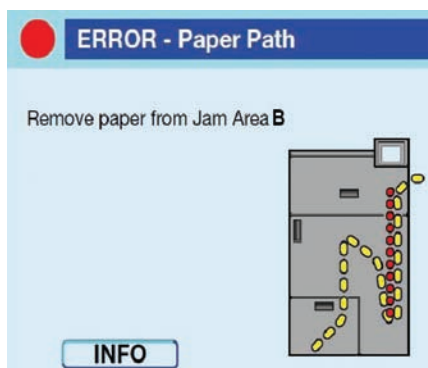


Fig. 3

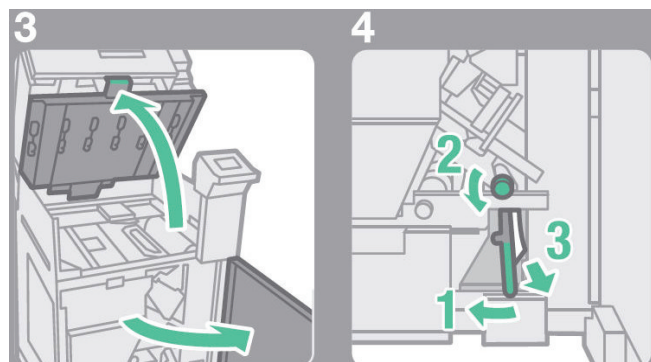


Fig. 4

Jam Area C

When the GP-502 displays the screen as shown in (Fig. 1), follow the steps given below.

Open the front door, then rotate the knob marked (GP3) counter-clockwise to drive the sheet into the paper tray. (Fig.2)

It is also acceptable to rotate the (GP3) roller clockwise. This will cause the jammed sheet to be moved towards the punch, which in some instances may allow for easier removal of the jammed sheet. (Fig.3)

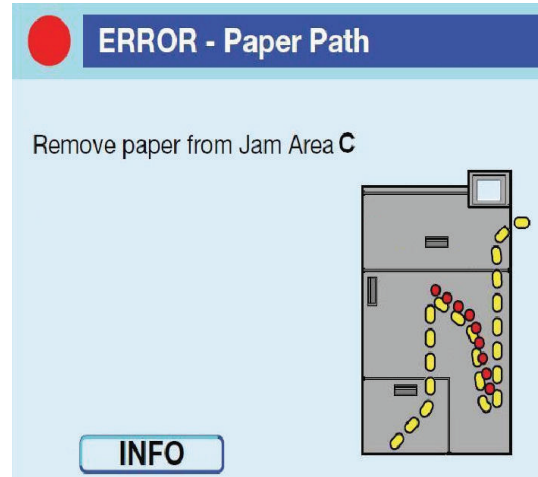


Fig. 1

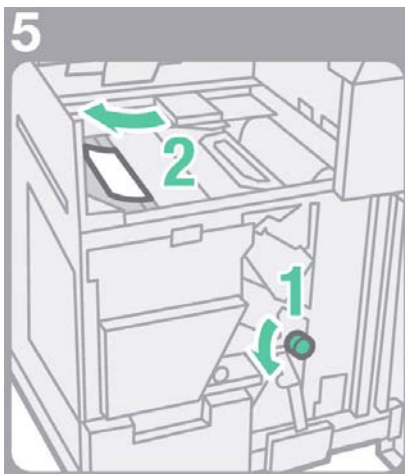


Fig. 2

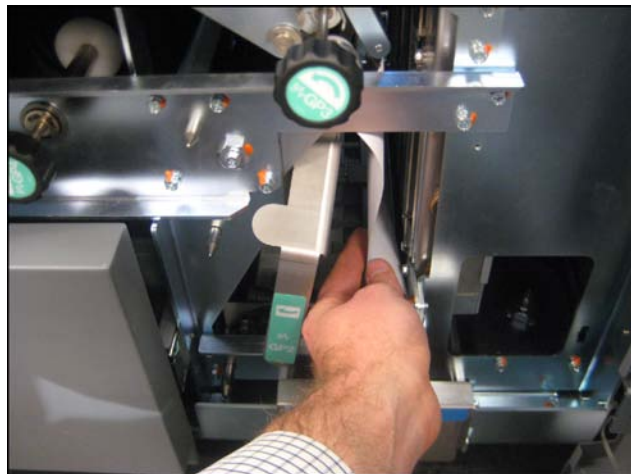


Fig. 3

8.3 Element Jam Clearance

If while binding, the GP-502 jams, then the binding element that jammed and the sheets will need to be removed by the operator. When this type of jam occurs the GP-502 will display the screen shown in (Fig. 1).

Begin by opening the top cover and the front door. Remove the sheets from the paper tray (Fig. 2) Next remove the jammed element as shown in (Fig. 3). Now inspect the bind paper path of the machine for any jammed paper.

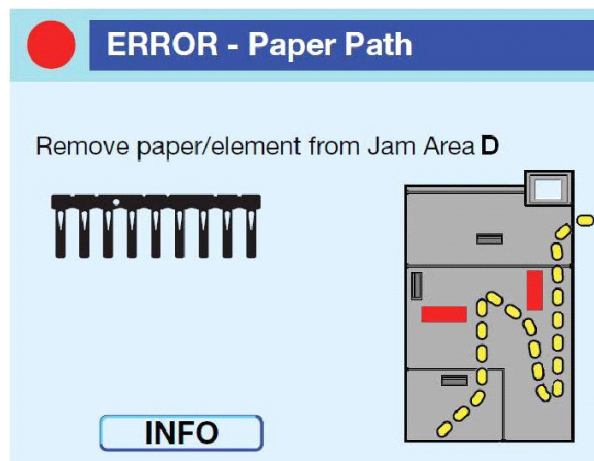


Fig. 1



Fig. 2

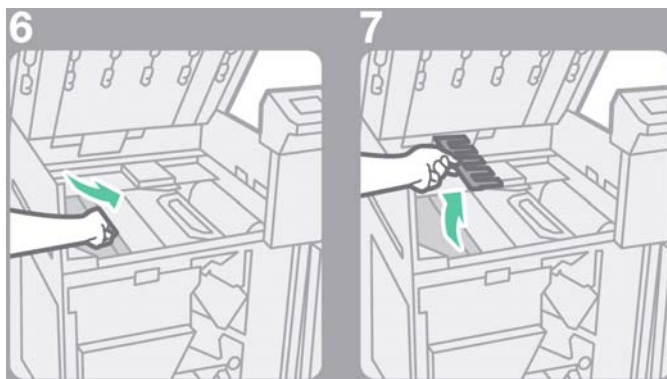


Fig. 3

8.4 Book Jam Clearance

If while ejecting a finished book the GP-502 jams, then the completed book may need to be removed from the bind path. (Fig.4)

To clear the jam first open the front door, then rotate the knob GP4 to full exit the book into the drawer. Once the book has cleared the book chute the book drawer can be opened. (Fig.5)

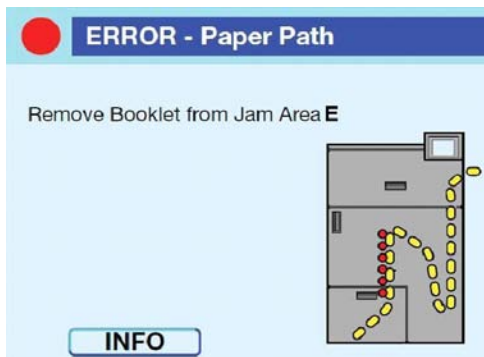


Fig. 4

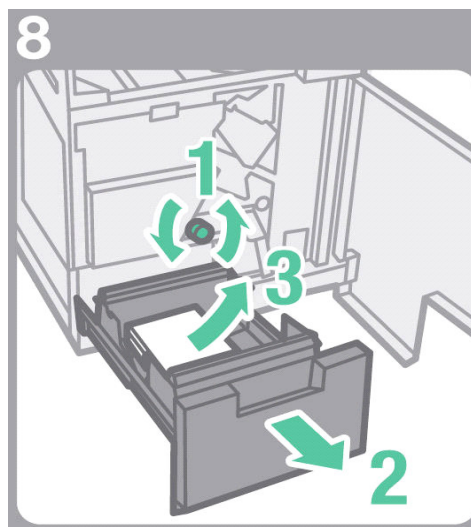


Fig. 5

9. Language Selection

The display located on the GP-502 is capable of displaying text in five different languages, of which are list below:

- English
- French
- German
- Italian
- Spanish

To change the languages follow the below instructions.

1. Select the [INFO] button on the GP-502 home screen. See (Fig. 1).
2. The screen shown in (Fig. 2) should now be displayed.
3. Press the blue circle next to the desired language. The selected language will then show a black circle within the blue circle.
4. When finished making the language selection press [SET].

NOTE: If no change in the language is desired, press the arrow on the left side of the screen to return to the home screen.

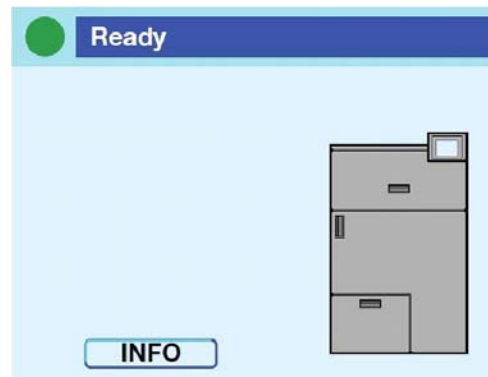


Fig. 1



Fig. 2

10. Specifications

	115VAC, LTR SIZE (U.S. Market)	230VAC, A4 Size
Speed	Up to 125 sheets per minute	
Bind Sheet Size	LTR, 216x279mm (8.5"x11")	A4, 210x297mm
Bind Media Weight, Covers	163gsm to 216gsm	
Bind Media Weight, Body	75gsm to 120gsm	
Bind, Clear Covers	7mil, 178µm	
Bind, Tabs	163gsm Max	
Bypass Sheet Size	Same As Host Printer	
Bypass Weight	Same As Host Printer	
Electrical	115VAC 60Hz, 2.2A	230VAC, 50Hz, 0.98A
Safety	TUV/GS	TUV/GS, CE
Dimensions	1050x655x944 (HxWxL)	
Weight	421lbs (191Kg)	
Shipping Weight	533lbs (242Kg)	
Manufactured	Assembled in Taiwan	