



# OWNER'S MANUAL

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Part No. 7301501

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# Introduction

Congratulations on purchasing a GBC Professional ProCut 40. You have a tool that will perform consistently and made of a long-lasting durable material. The ProCut 40 is perfect for all your cutting needs—taking care of your cutting *and* trimming needs in one machine—and cutting PVC, polycarbonate, corrugated plastic, Gatorboard, foamboard and any scissorable material.

Take proper care of your cutter and use it according to the instructions in this manual to get the maximum return for your investment. Please read the operating instructions and the **SAFETY FIRST!** section carefully BEFORE you operate your ProCut 40 to make sure you get the best performance from your purchase. If you have any questions, you can find more information at the General Binding Corporation website, [www.gbconnect.com](http://www.gbconnect.com) or call technical support at 800.790.7787.

## **Product Warranty**

The General Binding Corporation (GBC) warrants the machine purchased to be free from defects in parts and workmanship for one (1) year from the date of purchase. GBC warrants that it will repair or replace any such defective machine or replace parts, providing the machine has been under normal use and service and the defective part or machine is returned to GBC at the purchaser's expense. GBC must authorize the return in writing. Proof of purchase must be submitted to validate warranty coverage. The warranty is in lieu of all other agreements and warranties expressed or implied. GENERAL BINDING CORPORATION DOES HEREBY EXPRESSLY DISCLAIM ANY WARRANTIES OF MERCHANT ABILITY OR FITNESS FOR A PARTICULAR PURPOSE. GBC does not authorize any company employee or representative to assume for it any other liability than that set forth in this Product Warranty. GBC shall not be liable for any damages or losses, whether incidental or consequential, direct or indirect, arising out of the use or abuse of this machine. This Warranty is valid only when machine is used with GBC consumables and replacement parts. In any event, THE PURCHASER'S SOLE AND EXCLUSIVE REMEDY UNDER THIS OR ANY OTHER WARRANTY IS LIMITED TO RETURN OF THE PURCHASE PRICE PAID FOR THIS MACHINE.

# **SAFETY FIRST!**

Please read through this manual before operating the GBC Professional ProCut 40.

- It is the employer's responsibility to enforce compliance with these safety warnings and procedures by all who use the ProCut 40. Keep this manual available so all employees have access to it and have the opportunity to review procedures periodically.
- The intended purpose of the ProCut 40 is for cutting and trimming Gatorboard, foamboard, PVC, corrugated plastic, polystyrene and any other scissorable materials. It must not be modified or used for any other application or purpose.
- Keep fingers away from the blade when cutting and cleaning the machine.
- Make sure your cutters are used on flat, level surfaces. An uneven tabletop or workbench will result in a bowed cut.
- If there is any damage to the cutting head or cutter bar assembly, **DO NOT USE THE CUTTER.**
- Remove the blade before cleaning your cutter.
- Always use safety glasses. The operator of this machine, and others in the work area, must wear safety glasses with rigid side shields.
- Only use the parts, supplies and accessories that are recommended by GBC.
- Make sure that the work area is well lit, free from clutter and set-up in a way that promotes proper ergonomics.

# Operation

## Unpacking Materials

Check the exterior of the packing box to make sure there is no visible damage. Bring any noticeable shipping damage to the immediate attention of the shipping company. After unpacking the unit, check to make sure you have all the parts and there is no damage to the machine.

## ProCut 40 Components

- Rail with Cutting Head already installed
- Removable Substrate Strip already installed
- One (1) Cutting Blade Magazine
- One (1) Box of 100 blades
- One (1) Sight-Line Guide Strip (installed by customer)
- Hex Key Wrenches (2mm & 2.5mm)

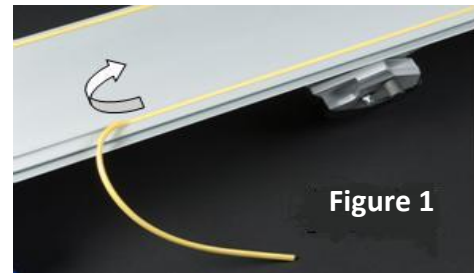
## Installing the Sight-Line Guide Strip

1. Using a Phillips-head screwdriver, remove the two (2) screws located on either side of the Cutting Rail that connects the Cutting Rail to the End Brackets.
2. Position the Cutting Rail upside down with both ends raised to keep the Cutting Head suspended above the work surface.  
➤ **Tip:** Use the two (2) foam packaging supports to place the Cutting Rail on.
3. Ensure the cutting edge of the unit is in front of you.



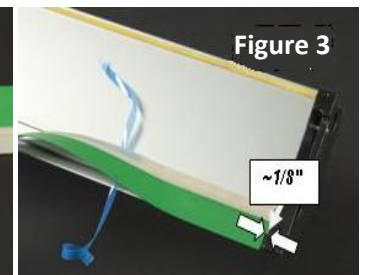
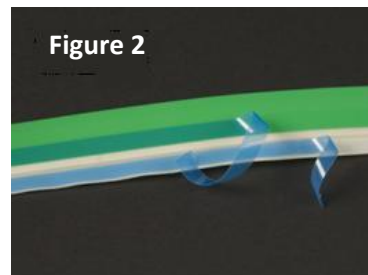
**CAUTION: Do not place the cutter directly on its Cutting Head or damage may occur.**

4. Locate the yellow rubber strip in the slot that is closest to the cutting edge on the unit. **(Figure 1)**
5. Carefully remove it.
6. Using a clean cloth and 50-70% isopropyl alcohol (rubbing alcohol), clean any dirt or debris from either side of the newly created slot.



◆ **Note: Let the alcohol dry completely before continuing to the next step.**

7. Locate the green Sight-Line Guide Strip from the unpacked materials.
8. Position the Guide Strip so the green portion is above the cream colored portion.
9. Peel back approximately 6" (155mm) from the right side of both of the blue adhesive liners (the green side will be on the bottom). **(Figure 2)**
10. Turn over the Guide Strip, and position the rib of the Guide Strip over the slot.



◆ **Note: The green plastic strip is toward the cutting edge**

11. Start the Guide Strip approximately 1/8" (4mm) in from the right edge of the Cutting Rail. **(Figure 3)**
12. Press down firmly to ensure the Guide Strip rib is embedded in the slot.
13. Gradually peel back, and press down both blue liners until the Guide Strip is completely adhered.

◆ **Note: The Guide Strip will end approximately 1" (28mm) from the far left side.**

# Operation

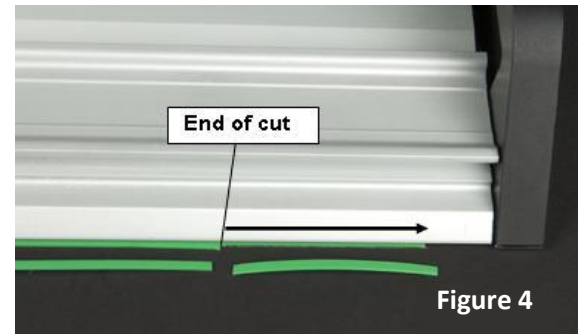
14. Confirm the Guide Strip is completely secured before continuing.
15. Position the Cutting Rail between the End Brackets with the Cutting Head up.
16. Reinsert the screws using the Phillips-head screwdriver.
17. Install the Blade Magazine (see "Installing the Blade" and "Inserting the Blade Magazine") with the Blade in the back stop position for cutting thin material.
18. Position the Cutting Head to the far left of the cutter.
19. Slightly rotate the Cutting Head forward so the Blade cuts partially into the green Guide Strip.

◆ **Note: Do not cut all the way through the green Guide Strip on the first pass.**

20. Repeat Steps 18 and 19 once more, cutting all the way through the material this time.

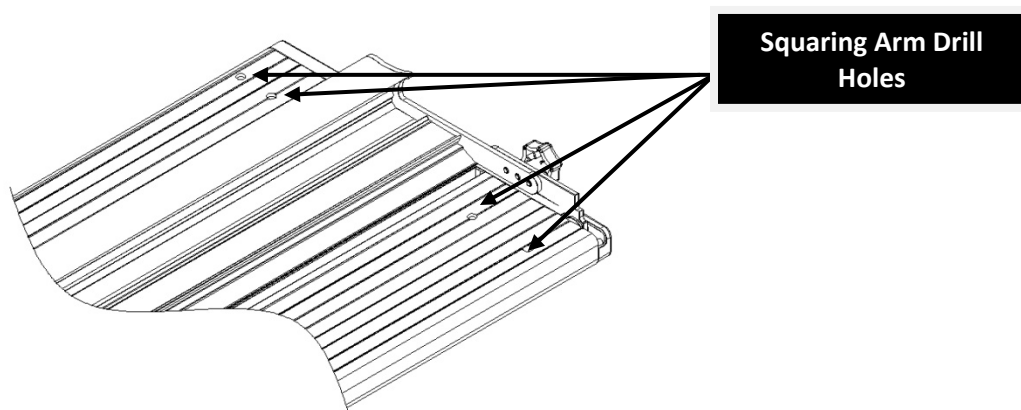
◆ **Note: There will be a portion on either end of the Guide Strip that will not be cut.**

21. Remove the Blade Magazine, and move the Blade to the forward stop position.
22. Reinsert the Magazine into the cutter.
23. Position the Cutting Head to the far left.
24. Make another cut just until the new cut meets the original cut.
25. Move the Cutting Head to the middle of the cutter.
26. Using a utility knife, continue the cut made by the ProCut 40 on either end of the Guide Strip, and remove the excess Guide Strip material. (**Figure 4**)



## Squaring Arm Accessory Item

You will notice four (4) holes located at the end of the cutting table. These holes are used for attaching a squaring arm attachment sold by GBC as an accessory item. If you would like to purchase this accessory, go to [www.gbconnect.com](http://www.gbconnect.com) and purchase by part number 04-797.



# Operation

## Installing the Blade

There are three (3) components to the complete blade assembly unit: the Cutting Blade, the Magazine, and the Blade Stiffener. Make sure you have all three parts before continuing. When cutting material up to ¼" (7mm) thick, use the back stop position in the Magazine. When cutting material ¼" (7mm) to ½" (13mm) thick, use the forward stop position in the Magazine.



**CAUTION: Blades are very sharp, so use care when handling blades or positioning the magazine.**

1. Locate the Blade Magazine.
2. Remove the Blade Stiffener from its position in the Magazine.
3. Position the Blade in the forward stop position for cutting thicker material and the back stop position for cutting thinner materials.
4. Replace the Blade Stiffener on top of the blade.

## Inserting the Blade Magazine

1. Loosen the black Blade Locking Knob located on the front of the Cutting Head.
2. Hold the Magazine so the Blade Stiffener is facing you, and the blade is to the left.
3. From the right side of the Cutting Head, gently slide the Magazine into position.
4. Tighten the black Blade Locking Knob to secure the Magazine in place.

## Cutting Various Materials

The GBC Professional ProCut 40 can cut materials up to ½" (13mm) thick. The manual describes "pushing" or "pulling" the Cutting Head. You may use your own judgment on the easiest method for cutting.

## Cutting Flexible Materials

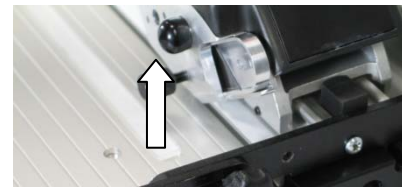
1. Loosen the two (2) black knobs at either end of the Cutting Rail.
2. Slide the Cutting Rail into the forward position so the Cutting Head is located over the black Trimming Strip.
3. Retighten the knobs at either end of the Cutting Rail.
4. Lift the Cutting Rail, and position the material so the cutline matches up with the Guide Strip.
5. Position the Cutting Head to its farthest left position.
6. Place your right hand on top of the Cutting Head, and rotate the Cutting Head down so the Blade is depressed.
7. Pull the Cutting Head to the right until it has completed its cut.



Installing Blade



Blade in Blade Magazine with Stiffener



Loosen Black Knob

# Operation

## Cutting Board Materials

1. Loosen the two (2) black knobs at either end of the Cutting Rail.
2. Slide the Cutting Rail into the back position so the Cutting Head is located over the Cutting Track Gap.
3. Retighten the knobs at either end of the Cutting Rail.
4. Lift the Cutting Rail, and position the material under the cutting unit so the cutline matches up with the Guide Strip.
5. Position the Cutting Head to its farthest left position.
6. Place your left hand on top of the Cutting Head, and rotate the Cutting Head down so the Blade is depressed.
7. Push the Cutting Head to the right until it has completed its cut.

◆ **Note: Multiple passes may be needed for thicker material.**

# Maintenance, Troubleshooting, and FAQ

## General Maintenance Tips

With care and frequent cleaning, the ProCut 40 will remain in proper adjustment and will perform as expected indefinitely.

The most important maintenance requirement is wiping the machine frequently with a dry cloth. No oil or synthetic lubricants should be used, or the plastic components could be damaged. Silicone lubricant spray can be used on the Cutting Head Track, if necessary.



**CAUTION: Remove the blade before cleaning the machine.**

## Adjusting the Cutting Head

The bearings that allow the Cutting Head to slide are made of quality materials and will last a long time. Normal use will cause them to settle into position, and they might develop a slight amount of movement side-to-side. Tighten the Adjustment Screws in order to eliminate this.



## Troubleshooting Guide

Check the guide below to troubleshoot some common issues during the use of your ProCut 40.

Symptom	Probable Cause	Correction
Ragged Edge	Blade is dull	Replace blade
Head drags too much	Bearings are too tight	Re-adjust bearings
Head moves side-to-side	Bearings are too loose	Adjust bearings

# Maintenance, Troubleshooting, and FAQ

## Frequently Asked Questions

**Q: What is the maximum material thickness?**

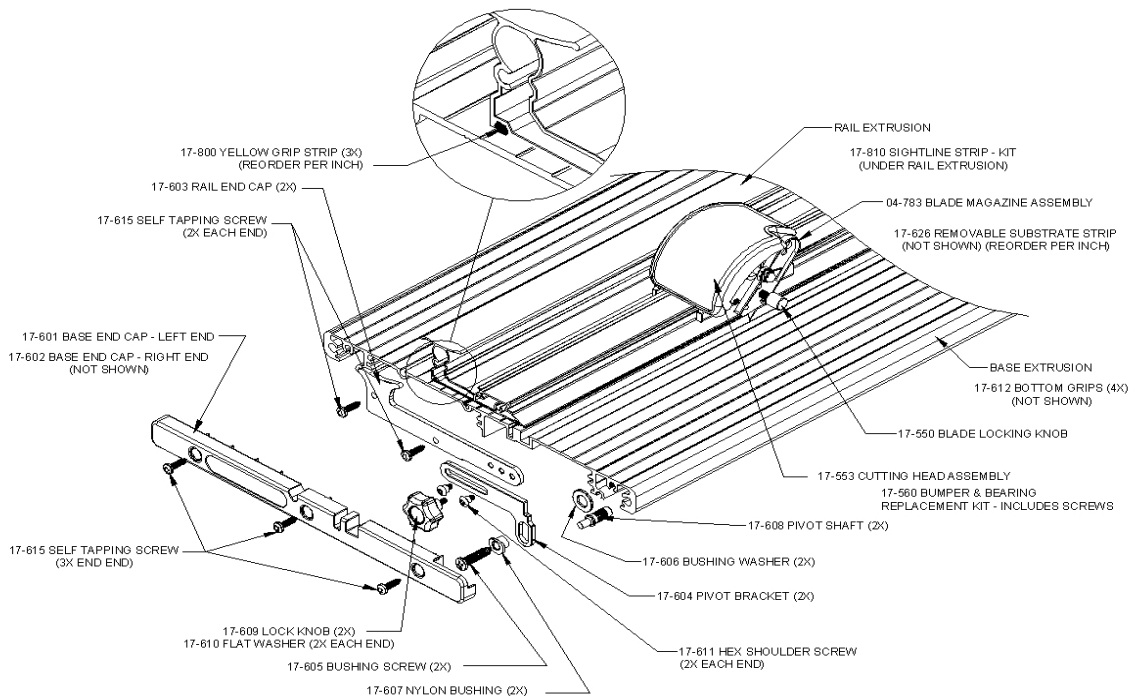
A: The maximum thickness is ½" (13mm).

**Q: Can I cut material that is longer than the ProCut 40?**

A: Yes, the hinge and lift arm mechanism and open-ended design of the ProCut 40 will enable it to process over-length material.

## Replacement Parts List

To order replacement parts, please contact our Technical Support Department at 800-790-7787, or visit our website at [www.gbconnect.com](http://www.gbconnect.com).



## Spare Components and Accessories

Part	Part Number
Blades (box of 100)	05-006
Blade Magazine	04-783
Squaring Arm Attachment	04-797
Stand with Basket Catcher	04-790
Bumper & Bearings Replacement Kit (for Cutting Head assembly)	17-560

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