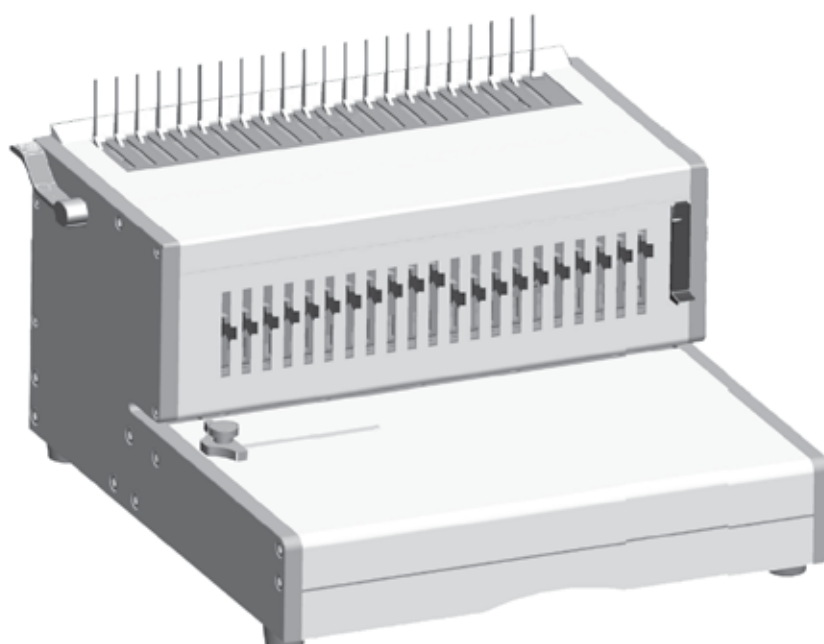


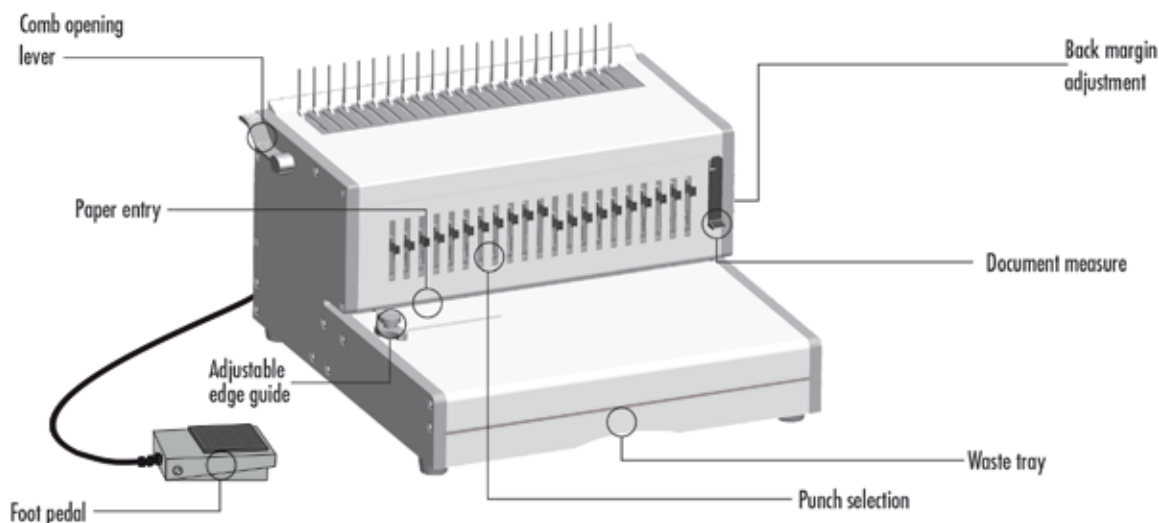
Fellowes

Heavy Duty Comb Binder

Orion[™] 500



- (GB) Please read these instructions before use.
- (FR) Lire ces instructions avant utilisation.
- (ES) Lea estas instrucciones antes de usar la máquina.
- (DE) Diese Anleitungen vor Gebrauch genau durchlesen.
- (IT) Primo dell'uso, si raccomanda di leggere questo manuale di istruzioni.
- (NL) Lees deze instructies zorgvuldig door voordat u de machine in gebruik neemt.
- (SE) Läs dessa anvisningar innan du använder apparaten.
- (DK) Læs venligst denne vejledning for anvendelse.
- (FI) Lue nämä ohjeet ennen käyttöä.
- (NO) Vennligst les nøye igjennom denne bruksanvisningen for bruk.
- (PL) Przed użyciem proszę zapoznać się z niniejszą instrukcją.
- (RU) Перед эксплуатацией устройства ознакомьтесь с содержанием данной инструкции.
- (GR) Διαβάστε τις παρακάτω οδηγίες πριν από τη χρήση.
- (TR) Kullanmadan önce lütfen bu talimatları okuyun.
- (CZ) Před použitím si přečtěte tyto pokyny.
- (SK) Pred použitím si prečítajte tieto pokyny.
- (HU) Kérjük, hogy használat előtt olvassa el az utasításokat.
- (PT) Leia estas instruções antes da utilização.
- (BG) Моля, прочетете инструкциите преди употреба.
- (RO) Vă rugăm să citiți instrucțiunile înainte de utilizare.
- (HR) Pažljivo pročitajte ove upute prije korištenja.
- (SI) Pred uporabo izdelka preberite ta navodila za uporabo.
- (SR) Molimo da ova uputstva pročitate pre upotrebe.
- (AR) يرجى الاطلاع على الإرشادات قبل الاستعمال.
- (HB) ना लक़ात हुरात अला לפני השימוש.



CAPABILITIES

Punching Capacity

Paper sheets	
70 - 80g / 20lb	30 sheet
Transparent covers	
100-200 micron / 4 - 8 mil.	4 sheet
200+ micron / 8+ mil.	3 sheet
Other standard covers	
160-270g / 40 - 60lb	4 sheet
270+g / 60+ lb	3 sheet
Binding Capacity	
Max binding comb size	51 mm
Max document (80g / 20lb)	approx. 500 sheets

Technical Data

Paper dimensions	A4, A5, US letter, US cover
Punching slots	21
Releasable dies	21 dies (1 - 21)
Adjustable back margin	5 positions - (2.5 - 6.5mm)
Slot pitch	14.28 mm / 9/16"
Adjustable edge guide	Yes
Waste tray capacity	approx. 1800 sheets
Net weight	17 kg / 37lb
Dimensions (WxDxH)	40 x 40 x 25 cm
Voltage	220-240V 50/60Hz
Motor wattage	160W 1.0A

IMPORTANT SAFETY INSTRUCTIONS - KEEP FOR FUTURE USE

When punching;

- always ensure the machine is on a stable surface
 - test punch scrap sheets and set the machine before punching final documents
 - remove staples and other metal articles prior to punching
 - never exceed the machines quoted performance
- Keep the machine away from heat and water sources.
Never attempt to open or otherwise repair the machine.

When binding;

- Keep the machine away from heat and water sources.
- Never attempt to open or otherwise repair the machine.
- Plug the machine into an easily accessible socket.
- Note – this machine has a thermal cut-out device which activates when the machine is overheated during use. It will automatically reset when the machine is safe to operate.

Need Help?



Let our experts help you with a solution.




Customer Service... www.fellowes.com

Always call Fellowes before contacting your place of purchase (see the rear cover for contact details).

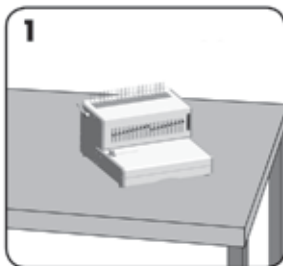
COMB DIAMETER & DOCUMENT SIZES

Comb diameter sizes

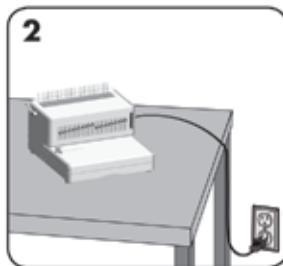
To select the correct size comb diameter for a document use the document measure card as printed on the machine.

			
A	2-20	6mm 1/4"	2.5mm 7/64"
B	21-40	8mm 5/16"	
C	41-55	10mm 3/8"	
D	56-65	12mm 1/2"	3.5mm 9/64"
E	66-100	14mm 9/16"	
F	101-115	16mm 5/8"	
G	116-135	19mm 3/4"	4.5mm 11/64"
H	136-180	22mm 7/8"	
I	181-210	25mm 1"	
J	211-240	28mm 1 1/8"	5.5mm 14/64"
K	241-280	32mm 1 1/4"	
L	281-310	35mm 1 3/8"	
M	311-340	38mm 1 1/2"	6.5mm 16/64"
N	341-410	45mm 1 3/4"	
O	411-500	51mm 2"	
Max capacity :		Paper x30 sheets (80gsm / 20lb)	
		PVC x4 sheets (200mic / 8mil)	

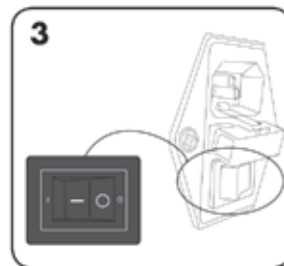
SET UP



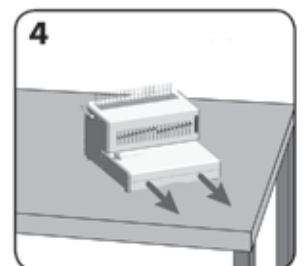
1 Ensure the machine is on a stable surface.



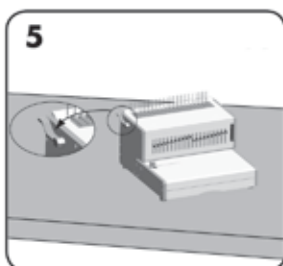
2 Plug the machine into an easily accessible mains socket.



3 Switch the power on (located at the rear of the machine).

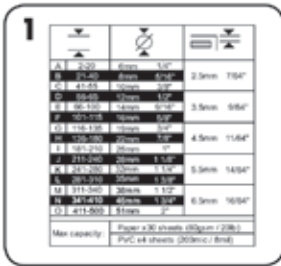


4 Check the waste tray is empty and correctly fitted.

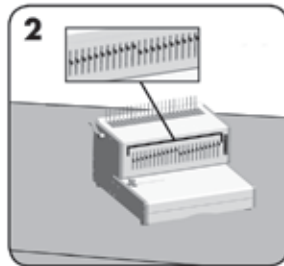


5 Ensure the comb opening lever is pushed backwards.

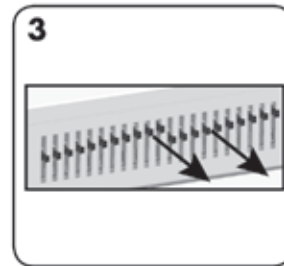
BEFORE YOU BIND



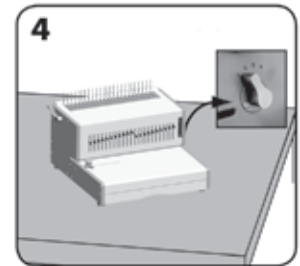
1 Select the correct comb diameter using the document measure.



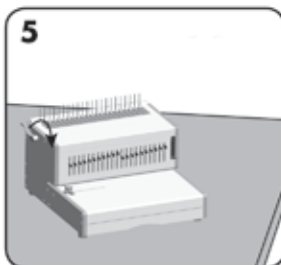
2 Select the correct punch profile for the sheet size. Select releasable dies as appropriate.



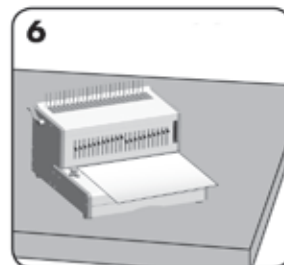
3 To cancel a punch, pull the pin forward. Test punch a sheet.



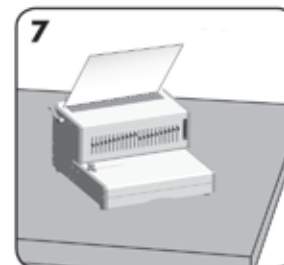
4 Select the correct back margin depth for the number of sheets.



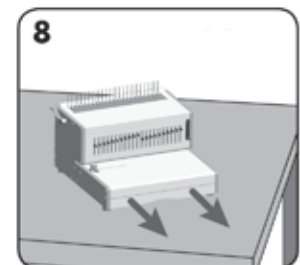
5 Insert the plastic comb into the opening mechanism. Pull comb-opening lever forward to open the comb.



6 Test punch scrap sheets to check edge guide setting.

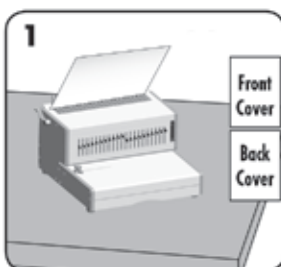


7 Load punched sheets directly onto the open comb.

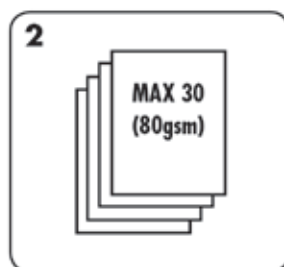


8 Empty waste tray regularly - ideally after each use.

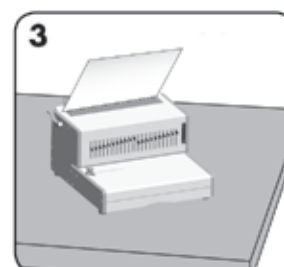
BINDING A DOCUMENT



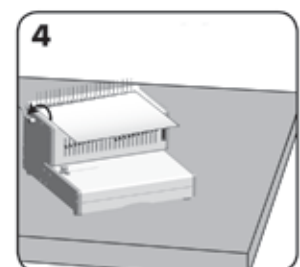
1 Punch front and back covers first.



2 Punch sheets in small batches that do not overload the machine or the user.



3 Load punched sheets directly onto the opened comb. Starting with the front of the document.



4 When all punched sheets are loaded onto the comb, push the comb lever backwards to close the comb and remove the bound document.

CORRECTING A BOUND DOCUMENT

Additional sheets may be added or removed at any time by opening and then closing the comb as previously described.

REMOVAL OF WASTE CLIPPINGS

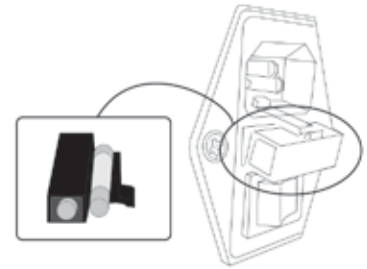
The tray should be emptied after every 50 operations to ensure no blockages occur.

TROUBLESHOOTING

This machine is fitted with a fuse, located between the mains switch and mains socket on the rear of the machine. To replace the fuse;

- Isolate the machine from the mains supply.
- Open the fuse holder with a screwdriver blade.
The holder contains two fuses, the loose fuse is a spare.
- Insert a new fuse in the holder and replace the holder in to the machine.

NOTE: Always use the recommended fuse (120W / 2A) and DO NOT replace it with one of a different rating.



Problem	Cause	Solution
No power	Machine is not switched on	Switch on machine at rear next to plug inlet and at the socket
Not punching	Thermal cut-out switch has activated	Allow machine to cool down for 30-60 minutes.
Punched holes are not central	Edge guide not set	Adjust edge guide until hole pattern is correct
Machine will not punch	Blockage	Check waste tray is empty. Check for blockage to paper entry
Punch holes are not parallel to edge	Debris is stuck below dies	Take stiff cardboard and slide into the paper entry. Move the cardboard sideways to release any stray clippings into the waste tray
Partial holes	Sheets not correctly aligned to punch pattern	Adjust edge guide and test punch scrap sheets until correct
Missing holes	Selectable dies are not selected to punch	Check the current dies are selected to punch holes. To select a die, push selector switch down at the front
Damaged hole edges	Possibly overloading the machine	Punch plastic covers with paper sheets. Reduce number of sheets being punched