

# Fellowes Galaxy E Wire Binder

## Instruction Manual



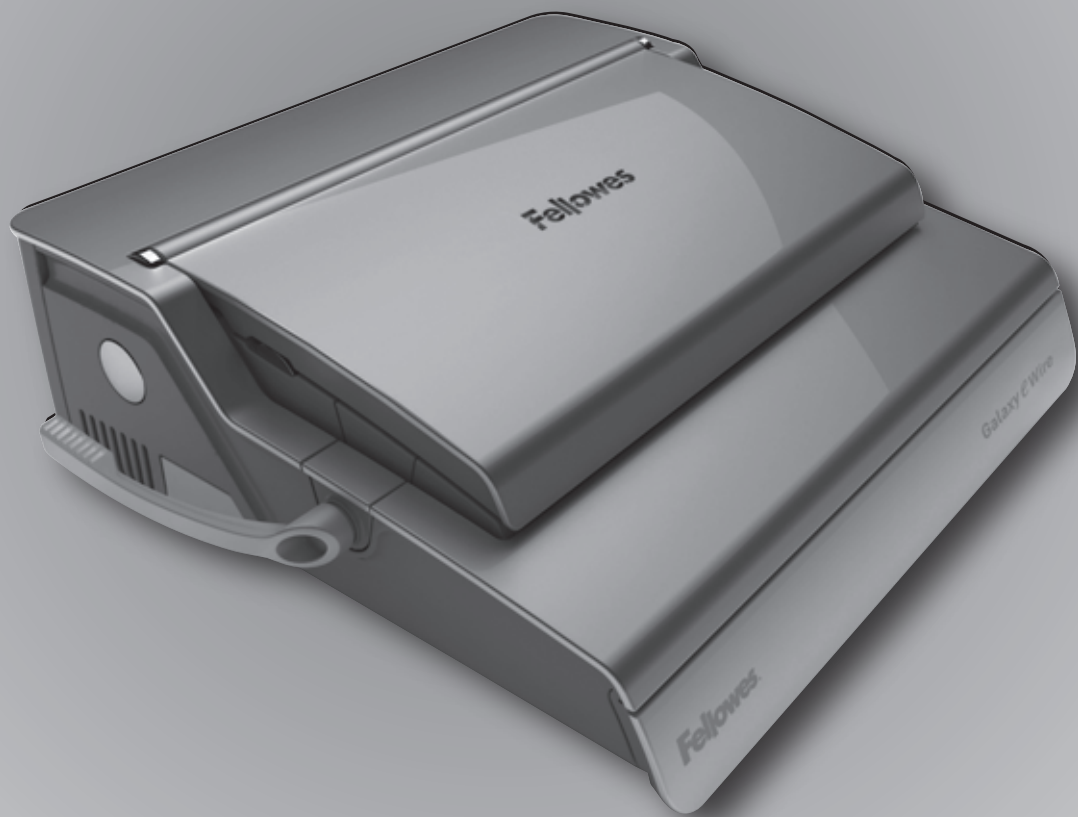
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# Electric Premium Wire Binder

## Galaxy e Wire



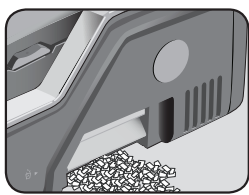
Please read these instructions before use.

Veuillez lire ces instructions avant utilisation.

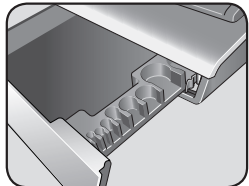
Lea estas instrucciones antes del uso.



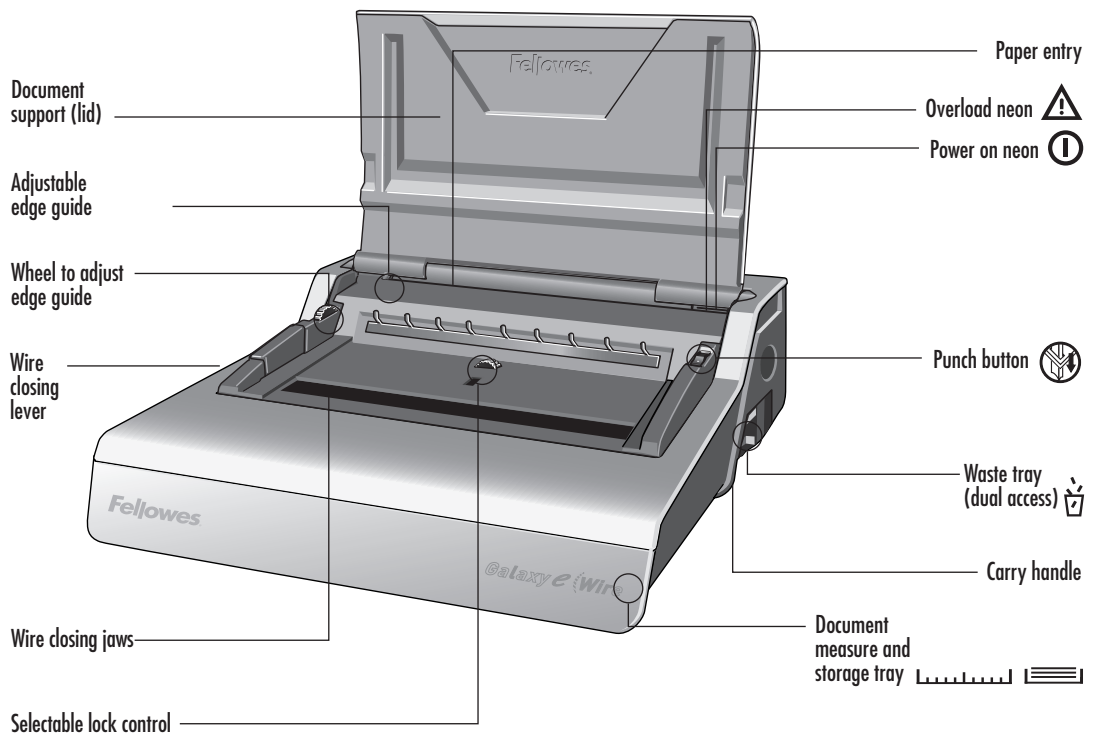
# ENGLISH



Dual waste tray



Wire comb storage and document measure



## CAPABILITIES

### Punching Capacity

Paper sheets	
70-80g / 20lb	20 sheet
Transparent Covers	
100-200 micron / 4-8 mil	3 sheet
200+ micron / 8+ mil	2 sheet
Other Standard Covers	
160-270g / 40-60lb	3 sheet
270+g / 60+ lb	2 sheet
Binding Capacity	
Max wire comb size	14mm / 9/16"
Max document (80g / 20lb)	c. 130 sheet

### Technical Data

Paper dimensions	A4, A5
Punching slots	34
Fixed	2.5mm
Slot pitch	3:1"
Adjustable edge guide	yes- rotary
Waste tray capacity	c. 3000 sheets
Voltage	220-240V 50/60 Hz
Motor wattage	160W 1.0A
Duty cycle	30 mins on / 30 mins off
Net weight	14 kg / 31 lb
Dimensions (LxDxH)	20.9" x 17.7" x 6.5" / 530 x 450 x 165mm

## IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!



Please read before use. Please keep for future reference.

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



When binding;

- take care, potential pinch point

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.


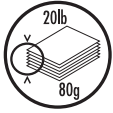
Note - this machine features a thermal cut-out device which activates when the machine is overheated during use. It will automatically reset when the machine is safe to operate.

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 Let our experts help you  
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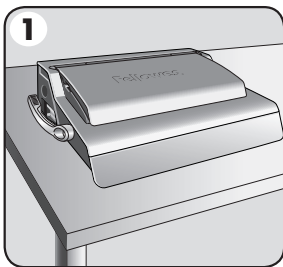
## WIRE COMB DIAMETER & DOCUMENT SIZES

		
mm	inch	number of sheets
6mm	1/4"	2-35
8mm	5/16"	36-50
10mm	3/8"	51-61
11mm	7/16"	61-80
12mm	1/2"	81-100
14mm	9/16"	100-130

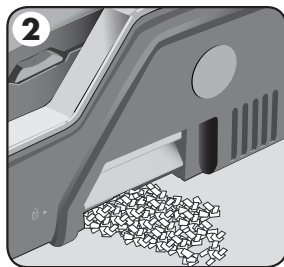
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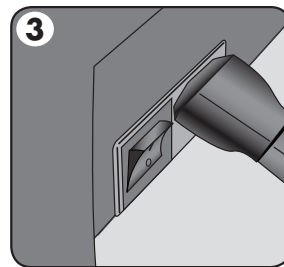
## SET UP



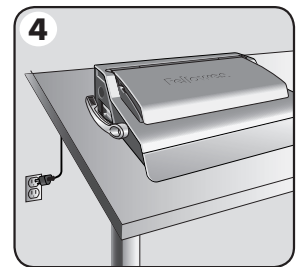
1. Ensure the machine is on a stable surface.



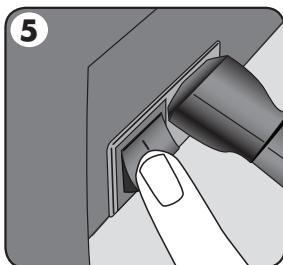
2. Check waste tray is empty and correctly fitted. The tray can be accessed from the left and right sides. The tray has a 'burst feature' that operates when the chip tray is 'over-full'.



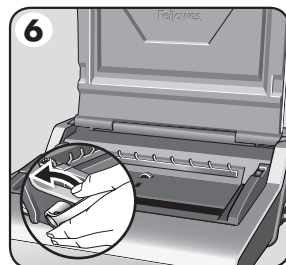
3. The machine is supplied with loose power leads. Select the correct lead for appropriate power supply.



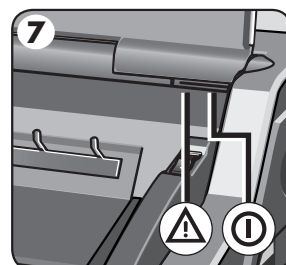
4. Plug the lead into grounded socket outlet.



5. Switch the machine on (located at the rear of the machine).



6. Ensure the wire closing lever is pushed backwards.



7. Lift the lid. Check the green power neon is on.

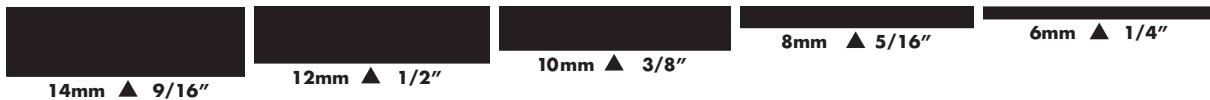
# ENGLISH

## BEFORE YOU BIND

Galaxy includes two methods of wire comb closure, for all sizes of wire comb diameters between 6 and 14mm.

**1– Visual scale.** – ideal for binding single documents.

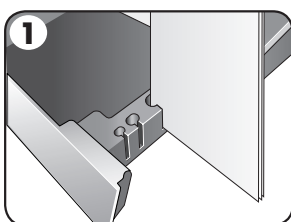
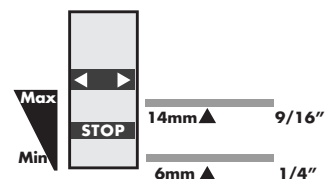
The moving closing jaw includes an easy to read scale



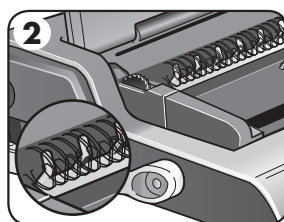
**2– Selectable lock control.** – ideal for multiple documents of the same sizes.

Set the red STOP bar to the preferred position. Turn the control wheel towards MAX or MIN positions as required.

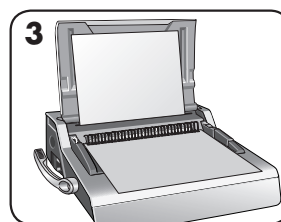
The red stop bar moves up and down within the central window.



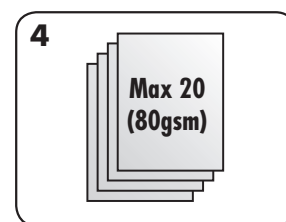
1. Select the correct wire comb diameter using the storage tray guide.



2. Hang the selected wire comb onto wire comb support.

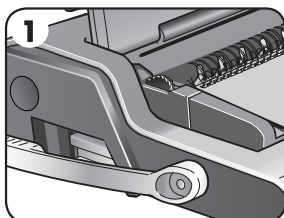


3. Test punch scrap sheets to check edge guide setting.

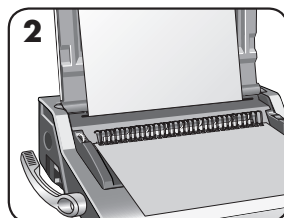


4. Punch sheets in small batches that do not overload the machine or user.

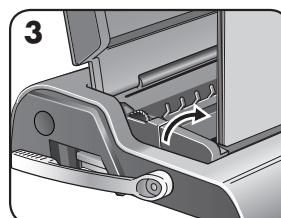
## STEPS TO BIND – SINGLE DOCUMENT



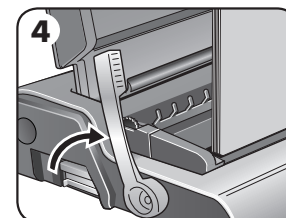
1. Starting with the rear cover. Load punched sheets directly onto the hanging open wire comb.



2. Punch and hang the front cover. Punch and hang the remaining sheets.

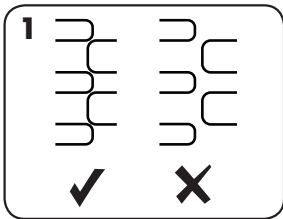


3. Lift the wire comb upwards off the hooks. Carefully place into the open wire closing jaws. Ensure the wire comb is open and touching the bottom of the mechanism.

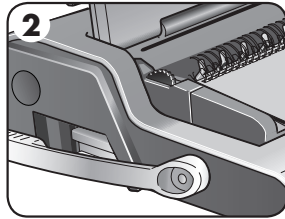


4. Lift the wire closing lever forwards. The closing scale guide is on the moving jaw. Close the jaws until the wire gauge shows the size of wire being closed.

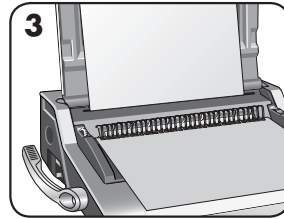
## STEPS TO BIND – MULTIPLE DOCUMENTS



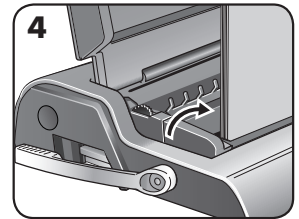
1. Test close selected wire comb. Set closure lock as required. Check wire seam closure is complete.



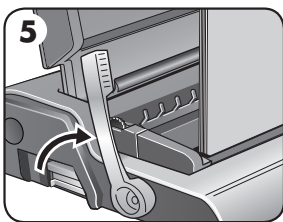
2. Starting with the rear cover. Load punched sheets directly onto the hanging open wire comb.



3. Punch and hang the front cover. Punch and hang the remaining sheets.

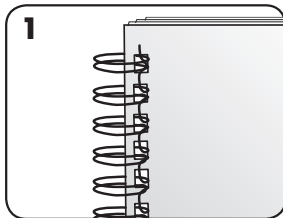


4. Lift the wire comb upwards off the hooks. Carefully place into the open wire closing jaws. Ensure the wire comb is open and touching the bottom of the mechanism.

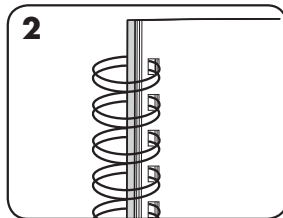


5. Lift the wire closing lever. The jaws will close at the pre-selected stop position.

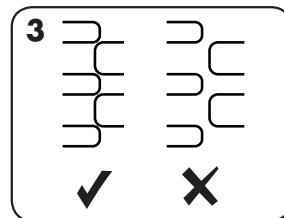
## FINISHING THE BINDING



1. Check the closed seam. If the seam is not closed correctly, the document can be placed into the jaws and closed again.



2. To hide the seam, turn the rear cover backwards. The front cover is now visible. The seam is hidden inside the document.



3. Check wire seam closure is complete. Loose binding allows sheet loss. Good closure retains all sheets.

## CORRECTING A BOUND DOCUMENT

Wire binding is a secure binding system. Additional sheets cannot be added unless the document is disassembled and then re-bound.

## REMOVAL OF WASTE CLIPPINGS

The waste tray is located under the machine and is accessed from each side. For best results empty the tray regularly. The tray should be emptied after every 50 operations to ensure no blockages occur.

## STORAGE

Lower the lid. The Galaxy wire binder is designed to be stored horizontally on the desk.

## TROUBLESHOOTING

Problem	Cause	Solution
No Green power neon	Machine is not switched on	Switch on machine at rear next to plug inlet
Red standby neon	Machine has overloaded when punching	Press the punch button. The machine will withdraw the punches and re-set itself. Continue this process until the punch cycle is complete
Cannot close wire comb tightly enough	Closing jaws set at too large a diameter	Revise closure lock setting to suit smaller diameter as required
Damaged hole edges	Possibly overloading the machine	Punch plastic covers with paper sheets. Reduce number of sheets being punched
Waste tray leaks	Waste tray is not correctly inserted or 'burst feature' has activated	Check waste tray is empty and 'burst feature' is closed
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 hole edges	Sheets not correctly aligned to punch pattern	Adjust edge guide and test punch scrap sheets until correct
Sheets fall out of document	Wire comb is not closed enough	Check closure of wire comb. Place into closing mechanism and improve binding closure. Revise closure lock setting to suit smaller diameter as required

## WORLDWIDE WARRANTY

Fellowes warrants all parts of the binder to be free of defects in material and workmanship for 2 years from the date of purchase by the original consumer. If any part is found to be defective during warranty period, your sole and exclusive remedy will be repair or replacement, at Fellowes' option and expense, of the defective part. This warranty does not apply in cases of abuse, mishandling or unauthorised repair. Any implied warranty, including that of merchantability or fitness for particular purpose, is hereby limited in duration to the appropriate

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## Useful Phone Numbers

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Canada	+ 1-800-665-4339
Europe	00-800-1810-1810

México	+ 1-800-234-1185
United States	+ 1-800-955-0959

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- ZIPBIND SPINES
- LINEN COVERS
- SPIRAL COIL
- INDEX TABS

