

Fellowes Pulsar 300 Office Comb Binder

Instruction Manual



Provided By

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When Image Matters.

Fellowes.

Office Comb Binder

Pulsar 300

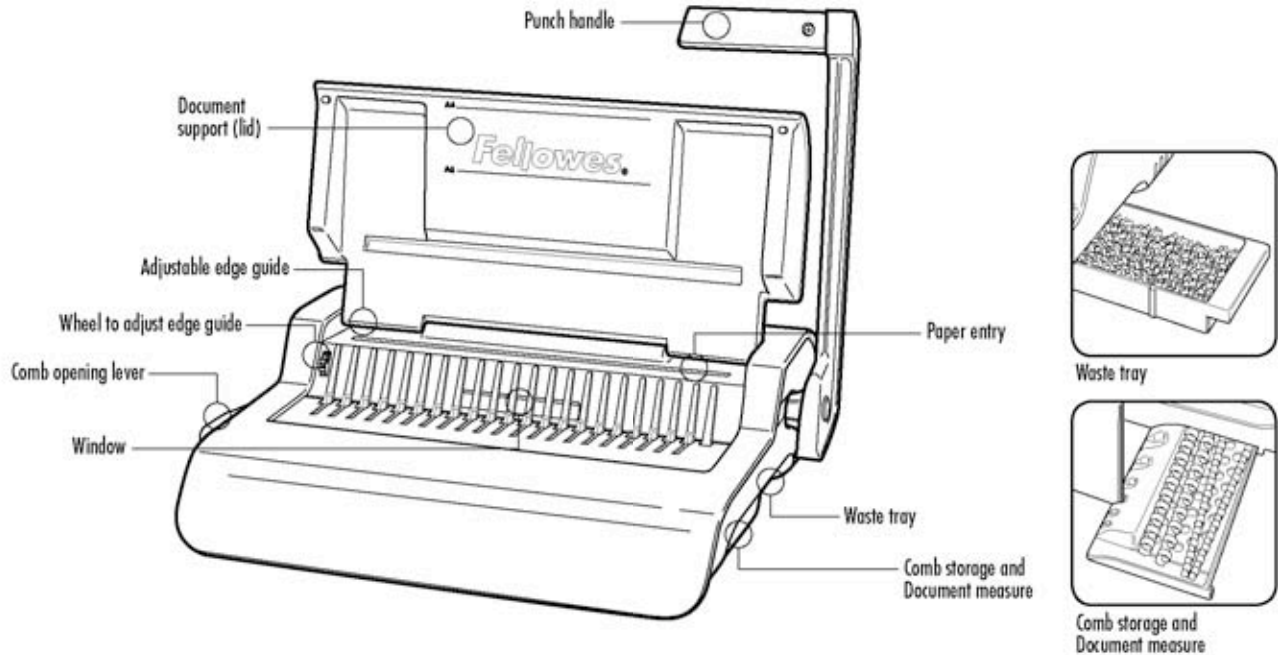


Please read these instructions before use.

Veuillez lire ces instructions avant utilisation.

Lea estas instrucciones antes del uso.

ENGLISH



CAPABILITIES

Punching Capacity

Paper sheets	
70-80g / 20lb	15 sheet
Transparent covers	
100-200 micron / 4-8 mil	3 sheet
200+ micron / 8+ mil	2 sheet

Other standard covers

160-270g / 40-60 lb	3 sheet
270+g / 60+ lb	2 sheet

BINDING CAPACITY

Max comb size	38mm
Max document (80g / 20lb)	c. 300 sheet

TECHNICAL DATA

Paper dimensions	US letter
Punching slots	19
Slot pitch	14.28mm / 9/16"
Adjustable edge guide	yes- rotary

Waste tray capacity	c. 1500 sheet
Net weight	7 kg / 15.4 lb
Dimensions (LxDxH)	460 x 390 x 130mm / 18.1" x 15.3" x 5.1"

IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!



Please keep for future reference

When punching:

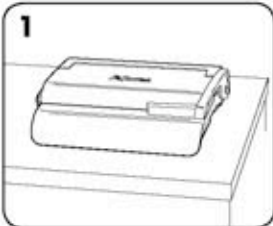
- always ensure the machine is on a stable surface
- test punch scrap sheets and set the machine before punching final documents

- remove staples and other metal articles prior to punching
- never exceed the machines quoted performance

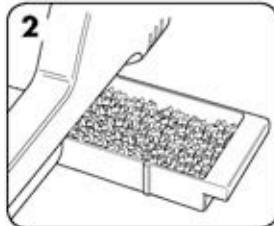
COMB DIAMETER & DOCUMENT SIZES

mm	inch	number of pages
6mm	1/4"	2-20
8mm	5/16"	21-40
10mm	3/8"	41-55
12mm	1/2"	56-90
16mm	5/8"	91-120
18mm	1 1/16"	121-150
22mm	7/8"	151-180
25mm	1"	181-200
32mm	1 1/4"	201-240
38mm	1 1/2"	241-340

SET UP



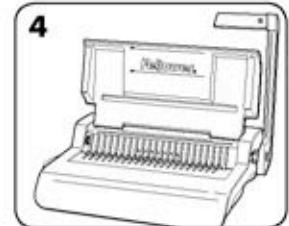
1. Ensure the machine is on a stable surface.



2. Check waste tray is empty and correctly fitted



3. Lift the lid. Ensure the comb-opening lever is pushed backwards.

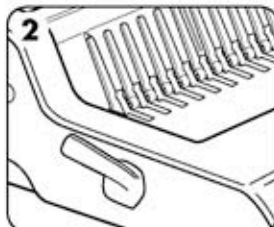


4. Lift the punch handle to its upright position.

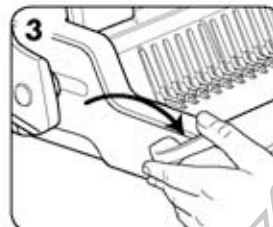
BEFORE YOU BIND



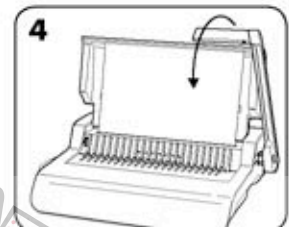
1. Select the correct comb diameter using the comb storage tray.



2. Insert the plastic comb into the mechanism.



3. Pull comb-opening lever forward to open the comb.



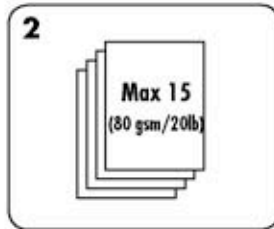
4. Test punch scrap sheets to check edge guide setting.

ENGLISH

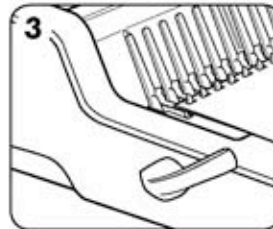
STEPS TO BIND



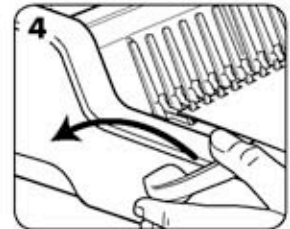
1. Punch front and back covers first.



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 included or removed at any time by opening and then closing the comb as previously described.

REMOVAL OF WASTE CLIPPINGS

The waste tray is located under the machine and is accessed from the right side. For best results empty the tray regularly.

STORAGE

Lower the punch handle to the horizontal position. Lower the lid. The Pulsar comb binder is designed to be stored horizontally on the desktop.

TROUBLESHOOTING

Problem	Cause	Solution
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
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.

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your place of purchase.

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- LAMINATING POUCHES
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- PLASTIC BINDING COVERS
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- ROLL LAMINATORS
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- PAPER JOGGERS
- LETTER OPENERS
- THERMAL COVERS
- UNIBIND SUPPLIES
- PROCLICK SPINES
- ZIPBIND SPINES
- LINEN COVERS
- SPIRAL COIL
- INDEX TABS

