

Fellowes Quasar 500E Comb Binder

Instruction Manual



Provided By

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When Image Matters.



Business Comb Binder

Quasar e 500



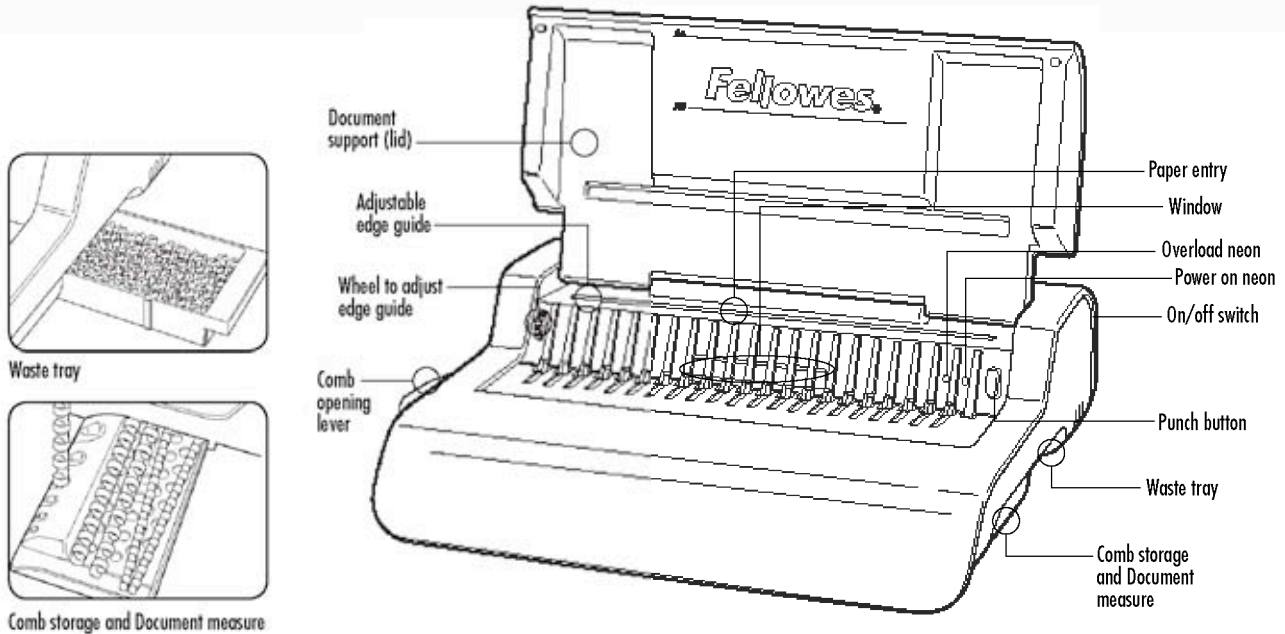
Please read these instructions before use.

Veuillez lire ces instructions avant utilisation.

Lea estas instrucciones antes del uso.



ENGLISH



CAPABILITIES

Punching Capacity

Paper sheets	
70-80g / 20lb	20 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
Voltage:	120V AC 60Hz
Current:	2A
Duty Cycle:	30 Minutes On / 30 Minutes Off

Binding Capacity

Max comb size	2"/50mm
Max document (80g / 20lb)	c. 500 sheet

Technical Data

Paper dimensions	US letter
Punching slots	19
Slot pitch	14.28mm / 9/16"
Adjustable edge guide	yes- rotary
Waste tray capacity	tbc
Motor wattage	115
Net weight	9.5 kg / 20.9 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

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.



Turn off the machine after each use

Unplug the machine when not in use for an extended period.

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.

COMB DIAMETER & DOCUMENT SIZES

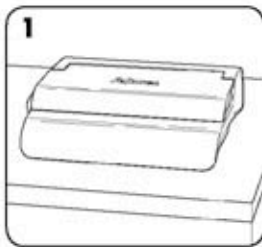
Comb diameter sizes

		
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
45mm	1 3/4"	341-410
51mm	2"	411-500

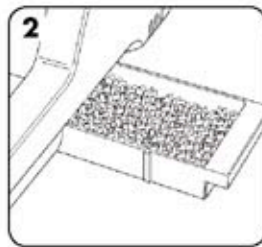
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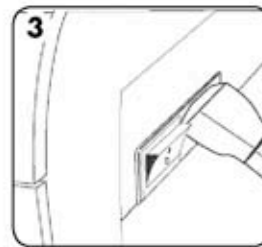
SET UP



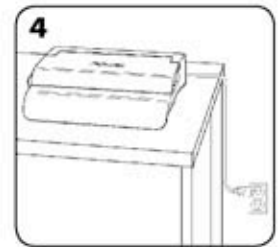
1. Ensure the machine is on a stable surface.



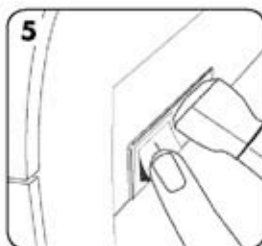
2. Check waste tray is empty and correctly fitted.



3. Please connect power cable to inlet at back of laminator.



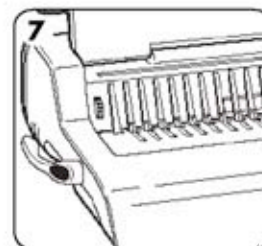
4. Plug the machine into an easily accessible mains socket. Switch the mains supply on.



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



6. Lift the lid. Check the green power light is on.



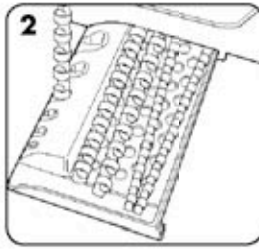
7. Ensure the comb-opening lever is pushed backwards.

ENGLISH

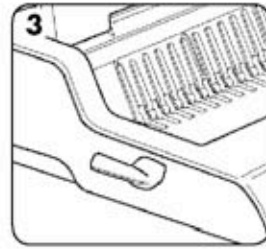
BEFORE YOU BIND



1. Check the green power neon is on.



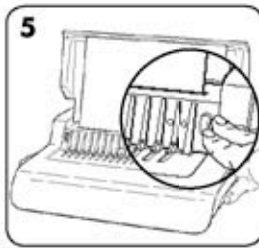
2. Select the correct comb diameter using the comb storage tray.



3. Insert the plastic comb into the opening mechanism.

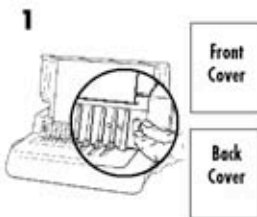


4. Pull comb-opening lever forward to open the comb.

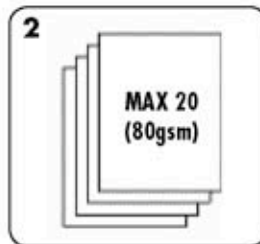


5. Test punch scrap sheets to check edge guide setting.

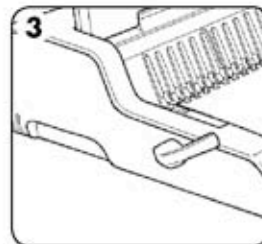
STEPS TO BIND



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 include 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

Switch off the machine. Lower the lid. The Quasar-E comb binder is designed to be stored horizontally on the desk.

TROUBLESHOOTING

Problem	Cause	Solution
No Green power light	Machine is not switched on	Switch on machine at rear next to plug inlet and at the socket
Red standby light	Machine is 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
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

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

Help Line

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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

Fellowes

Australia	+ 61-3-8336-9700
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Japan	+ 81-[0]-3-5496-2401
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- TWIN LOOP WIRE
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- PAPER JOGGERS
- LETTER OPENERS
- THERMAL COVERS
- UNIBIND SUPPLIES
- PROCLICK SPINES
- ZIPBIND SPINES
- LINEN COVERS
- SPIRAL COIL
- INDEX TABS

