

Fellowes

Electric Premium Wire Binder

Galaxy e : Wire



Please read these instructions before use.
Do not discard: keep for future reference.

Lire ces instructions avant utilisation.
Ne pas jeter : conserver pour référence ultérieure.

Lea estas instrucciones antes de usarlo.
No las deseche: guárdelas para tenerlas como referencia.

Diese Anleitungen vor Gebrauch genau durchlesen.
Bitte nicht entsorgen: zur späteren Bezugnahme aufheben

Prima dell'uso, si raccomanda di leggere questo manuale di istruzioni. Conservare il manuale per consultarlo secondo le necessità.

Dese instructies voor gebruik lezen. Niet weggoien, maar bewaren om later te kunnen raadplegen.

Läs dessa anvisningar innan du använder apparaten.
Släng inte bort, behåll för framtida bruk.

Læs venligst denne vejledning før anvendelse.
Bør ikke bortskaffes. Behold for fremtidig henvisning.

Lue nämä ohjeet ennen käyttöä.
Älä hävitä: säilytä myöhempää käyttöä varten.

Vennligst les nøye igjennom denne bruksanvisningen før bruk.
Ikke kast den: Ta vare på den for senere referanse.

Przed użyciem proszę zapoznać się z tą instrukcją.
Nie wyrzucać - zachować jako źródło informacji na przyszłość

Перед началом эксплуатации обязательно прочтите данную инструкцию.
Не выбрасывайте данную инструкцию: сохраните ее для последующего использования.

Παρακαλείσθε να διαβάσετε αυτές τις οδηγίες πριν χρησιμοποιήσετε το προϊόν.
Μην τις απορρίψετε: κρατήστε τις για μελλοντική αναφορά

Kullanmadan önce lütfen bu talimatları okuyun.
Atmayın: ileride başvurmak üzere saklayın.

Před použitím si přečtete tyto pokyny.
Nelíkvídjte: uschovejte pro budoucí použití.

Pred použitím si prečítajte tieto pokyny.
Nezahadzujte: odložte pre budúce použitie.

Kérjük, hogy használat előtt olvassa el az utasításokat!
Az utasításokat ne dobja ki; tartsa meg referenciaanyagként való jövőbeni használatra.

Leia estas instruções antes da utilização.
Não as deite fora: conserve-as para consulta futura.

Pročitajte ove upute prije upotrebe.
Nemojte baciti: sačuvajte za buduću upotrebu.

Molimo da ova uputstva pročitate pre upotrebe.
Nemojte ih baciti: sačuvajte ih za ubuduće.

Моля, прочетете тези инструкции преди употреба.
Не изхвърляйте: пазете за справки в бъдеще.

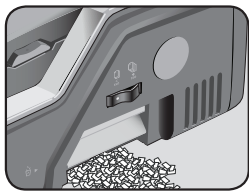
Vă rugăm să citiți aceste instrucțiuni înainte de utilizare.
Nu aruncați: păstrați pentru o consultare ulterioară.

Pred uporabo preberite ta navodila.
Ne zavržite: shranite za poznejšo uporabo

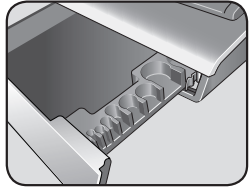
يرجى الاطلاع على الإرشادات قبل الاستعمال.
لا يجب التخلص من هذه الإرشادات. ويرجى حفظها للرجوع إليها في المستقبل.

נא לקרוא הוראות אלה לפני השימוש.
אין להשליך: שמרו לעיונכם בעתיד.

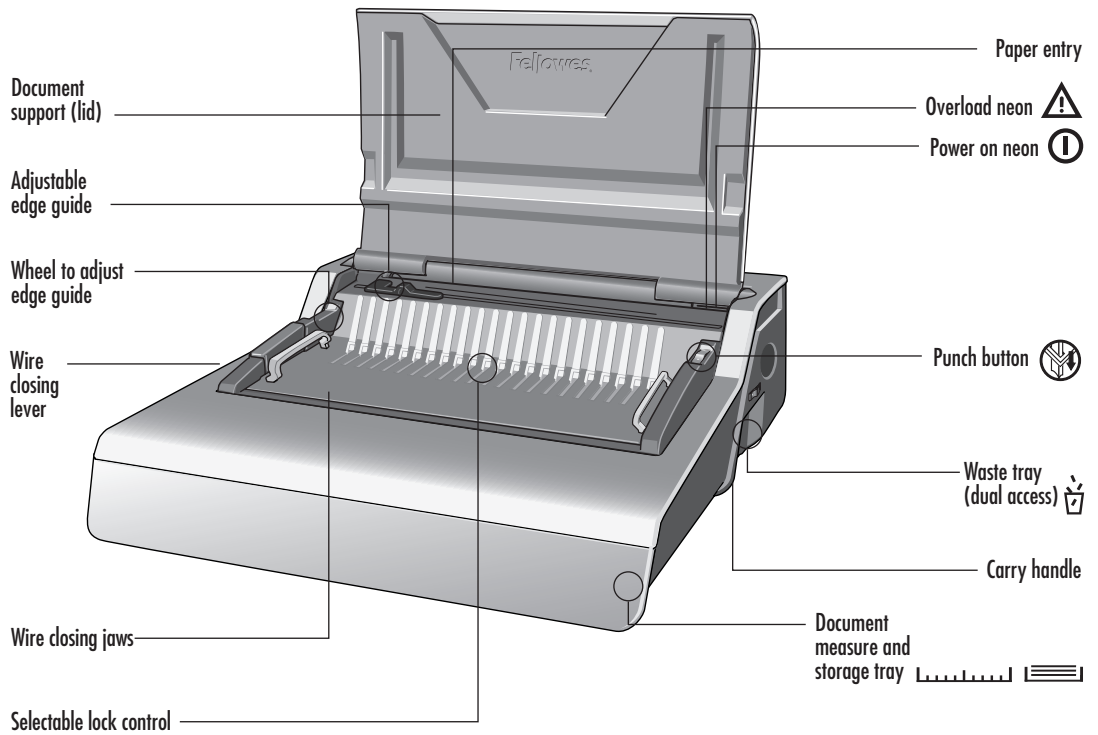
ENGLISH



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 / 40-60 lb 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.


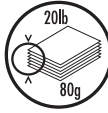
Note - this machine features a thermal cut-out device which activates when the machine is overheated during use. It will automatically reset when the machine is safe to operate.

Need Help?

Customer Service...
www.fellowes.com
 Let our experts help you
 with a solution.
 Always call Fellowes
 before contacting
 your place of purchase.

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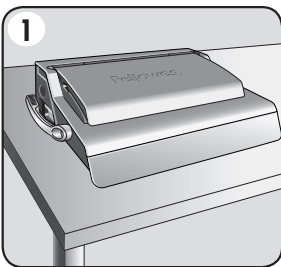
WIRE COMB DIAMETER & DOCUMENT SIZES

		
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

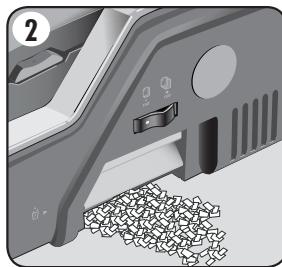
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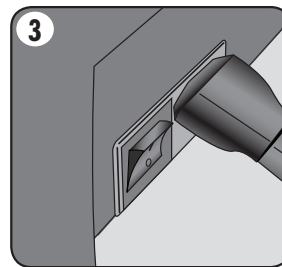
SET UP



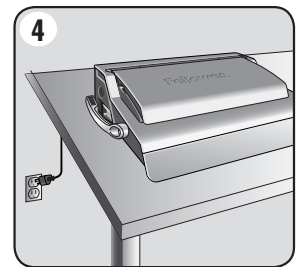
1. Ensure the machine is on a stable surface.



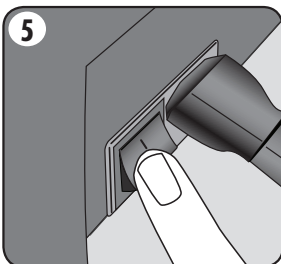
2. Check waste tray is empty and correctly fitted. The tray can be accessed from the left and right sides. The tray has a 'burst feature' that operates when the chip tray is 'over-full'.



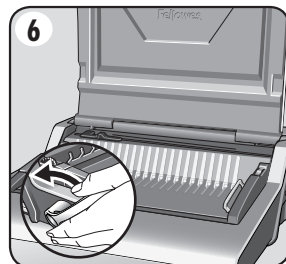
3. The machine is supplied with loose power leads. Select the correct lead for appropriate power supply.



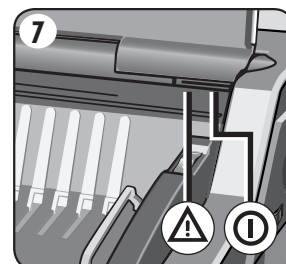
4. Plug the lead into grounded socket outlet.



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.

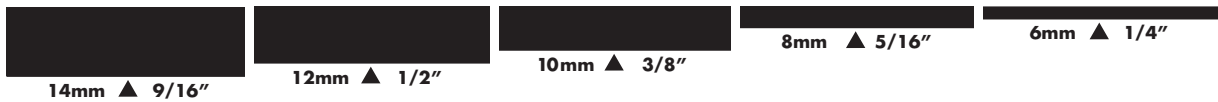
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BEFORE YOU BIND

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.

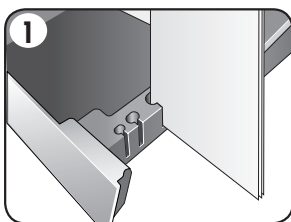
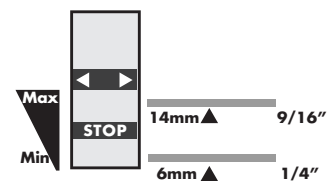
The moving closing jaw includes an easy to read scale



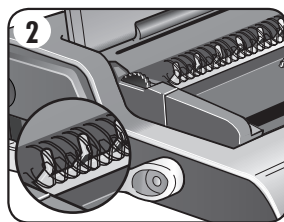
2– Selectable lock control. – ideal for multiple documents of the same sizes.

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

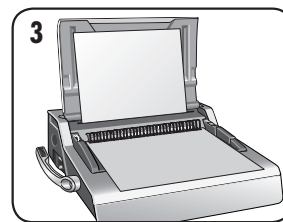
The red stop bar moves up and down within the central window.



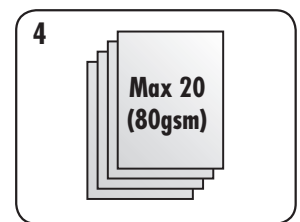
1. Select the correct wire comb diameter using the storage tray guide.



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

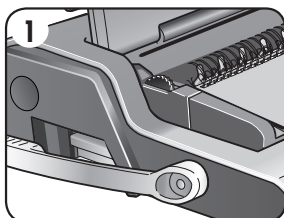


3. Test punch scrap sheets to check edge guide setting.

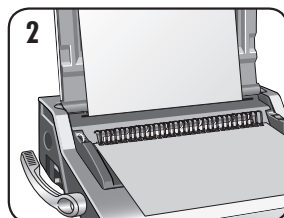


4. Punch sheets in small batches that do not overload the machine or user.

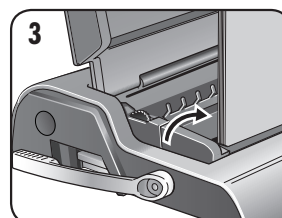
STEPS TO BIND – SINGLE DOCUMENT



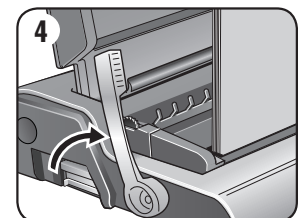
1. Starting with the rear cover. Load punched sheets directly onto the hanging open wire comb.



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



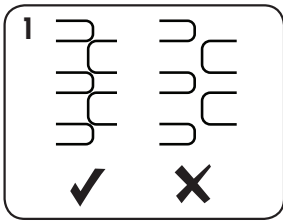
3. Lift the wire comb upwards off the hooks. Carefully place into the open wire closing jaws. Ensure the wire comb is open and touching the bottom of the mechanism.



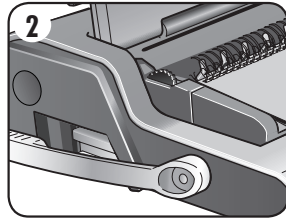
4. Lift the wire closing lever forwards. The closing scale guide is on the moving jaw. Close the jaws until the wire gauge shows the size of wire being closed.

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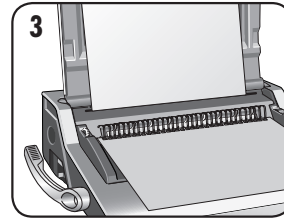
STEPS TO BIND – MULTIPLE DOCUMENTS



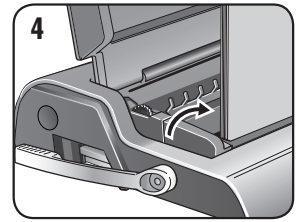
1. Test close selected wire comb. Set closure lock as required. Check wire seam closure is complete.



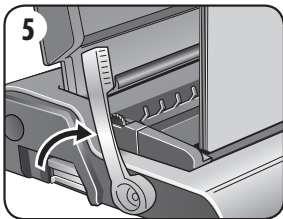
2. Starting with the rear cover. Load punched sheets directly onto the hanging open wire comb.



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

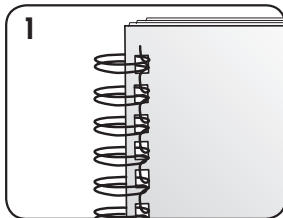


4. Lift the wire comb upwards off the hooks. Carefully place into the open wire closing jaws. Ensure the wire comb is open and touching the bottom of the mechanism.

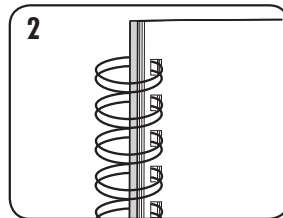


5. Lift the wire closing lever. The jaws will close at the pre-selected stop position.

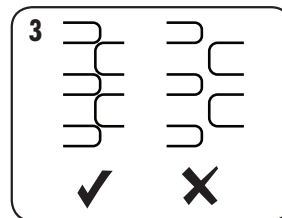
FINISHING THE BINDING



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.

ENGLISH

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 warranty period set forth above. In no event shall Fellowes be liable for any consequential damages attributable to this product. This warranty gives you specific legal rights. You may have other legal rights that vary from this warranty. The duration, terms and conditions of this warranty are valid worldwide, except where different limitations, restrictions or conditions may be required by local law. For more details or to obtain services under this warranty, please contact Fellowes or your dealer.