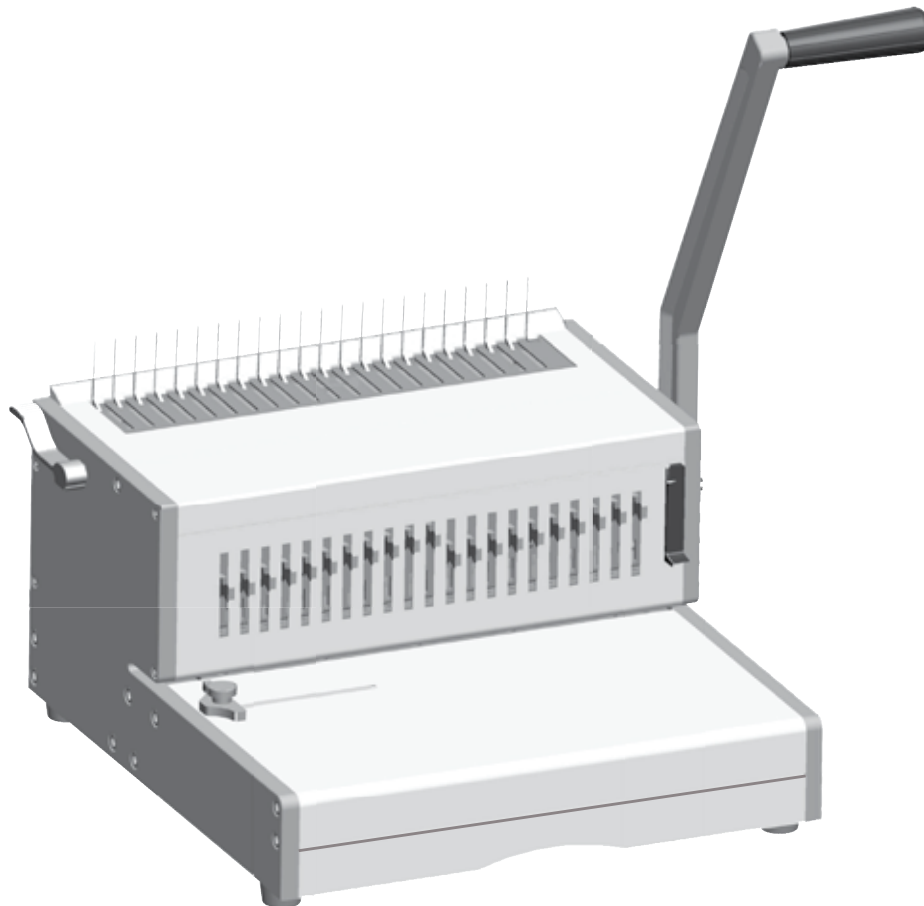


# Fellowes

## Heavy Duty Comb Binder

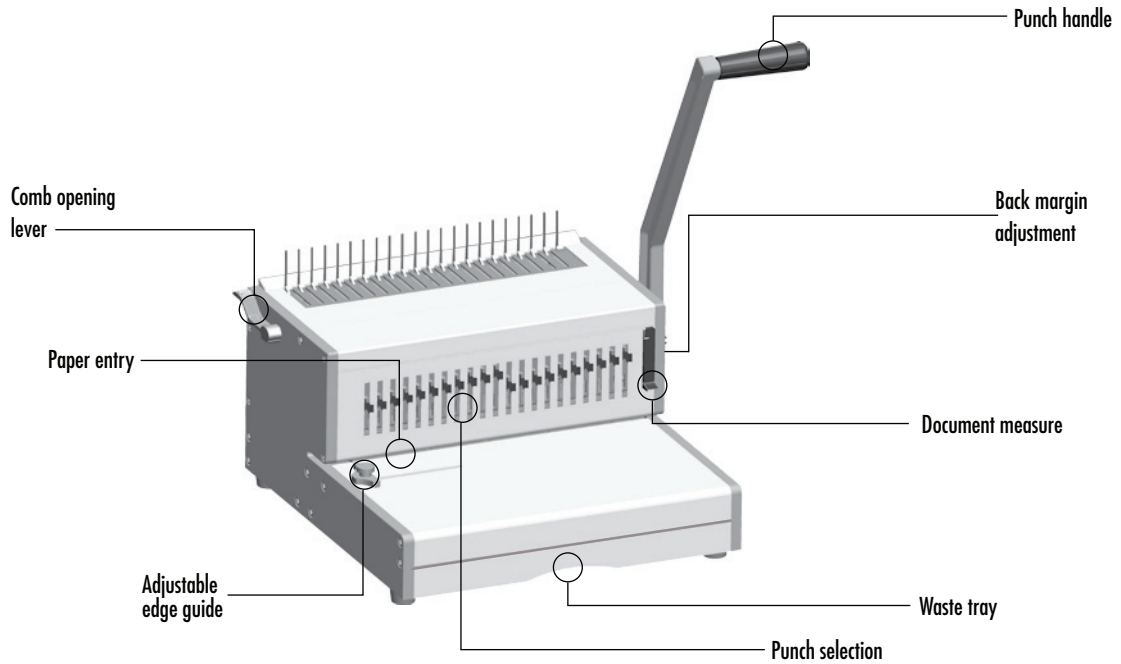
### Orion™ 500



- 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 før anvendelse.
- FI** Lue nämä ohjeet ennen käyttöä.
- NO** Vennligst les nøye igjennom denne bruksanvisningen før 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** Pazljivo 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** נא לקרוא הוראות אלה לפני השימוש.

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**CAPABILITIES**

**Punching Capacity**

<b>Paper sheets</b>	
70 - 80g / 20lb	30 sheet
<b>Transparent covers</b>	
100-200 micron / 4 - 8 mil.	4 sheet
200+ micron / 8+ mil.	3 sheet
<b>Other standard covers</b>	
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**

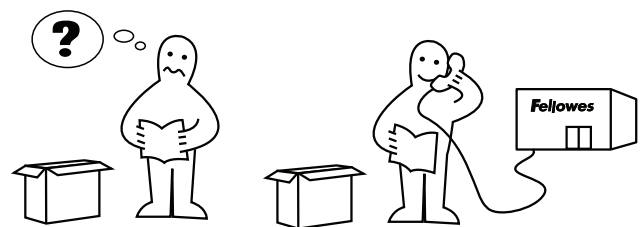
Paper dimensions	A4, A5, US letter, US cover
Punching slots	21
Releasable dies	21 dies (1 - 21)
Adjustable back margin	5 positions - (2.5 - 6.5mm)
Slot pitch	14.28 mm / 9/16"
Adjustable edge guide	Yes
Waste tray capacity	approx. 1800 sheets
Net weight	12 kg / 26lb
Dimensions (WxDxH)	40(52) x 40 x 25(50) cm

**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.

**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).

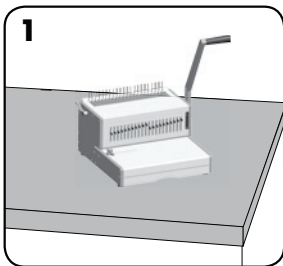
## COMB DIAMETER & DOCUMENT SIZES

### Comb diameter sizes

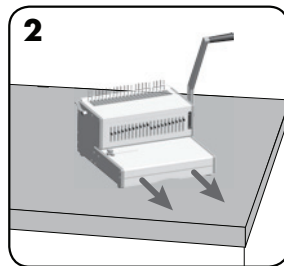
To select the correct size comb diameter for a document use the document measure card as printed on the machine.

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)	

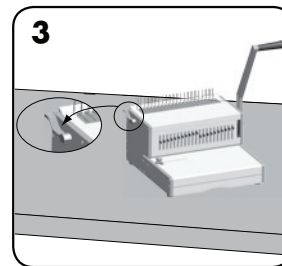
## SET UP



1  
Ensure the machine is on a stable surface.



2  
Check the waste tray is empty and correctly fitted.



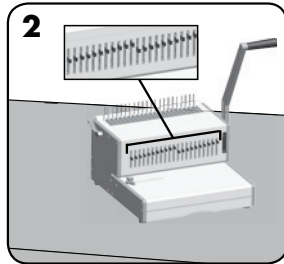
3  
Ensure the comb opening lever is pushed backwards.

## BEFORE YOU BIND

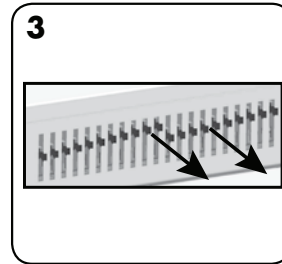
**1**

A	250	8mm	114"	
B	214-9	8mm	84 1/8"	2,5mm 7/64"
C	41-55	10mm	3 3/8"	
D	55-65	12mm	1 1/2"	
E	65-90	14mm	3 1/2"	3,5mm 9/64"
F	101-115	16mm	5/8"	
G	115-135	18mm	3 1/4"	
H	135-150	22mm	7/8"	4,5mm 11/64"
I	181-210	26mm	1"	
J	211-240	29mm	1 1/8"	
K	241-250	32mm	1 1/4"	5,5mm 14/64"
L	281-310	35mm	1 3/8"	
M	311-330	38mm	1 1/2"	
N	341-410	46mm	1 3/4"	6,5mm 16/64"
O	411-500	51mm	2"	
Max capacity:		Paper x30 sheets (80gsm / 20lb) PVC x4 sheets (200mic / 8mil)		

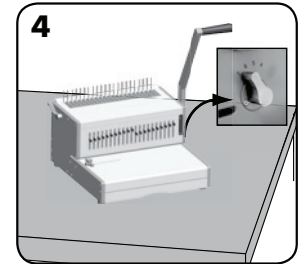
Select the correct comb diameter using the document measure.



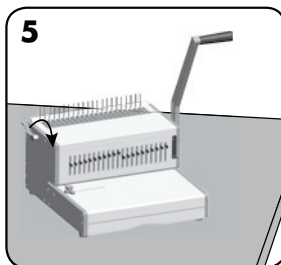
Select the correct punch profile for the sheet size. Select releasable dies as appropriate.



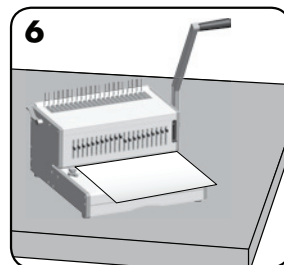
To cancel a punch, pull the pin forward. Test punch a sheet.



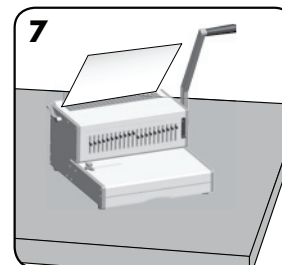
Select the correct back margin depth for the number of sheets.



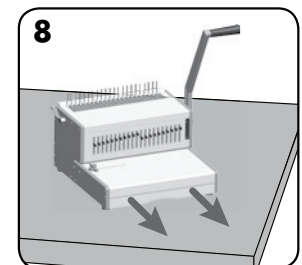
Insert the plastic comb into the opening mechanism. Pull comb-opening lever forward to open the comb.



Test punch scrap sheets to check edge guide setting.

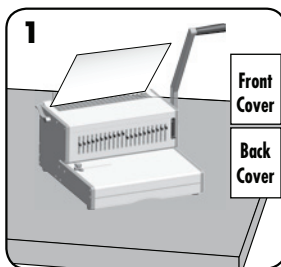


Load punched sheets directly onto the open comb.

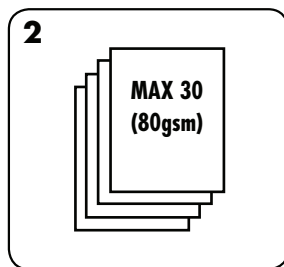


Empty waste tray regularly - ideally after each use.

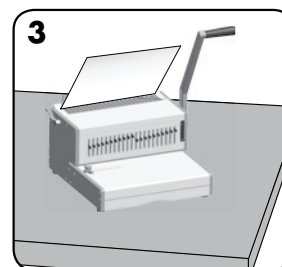
## BINDING A DOCUMENT



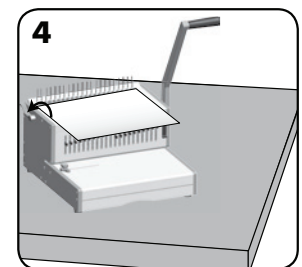
Punch front and back covers first.



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



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



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

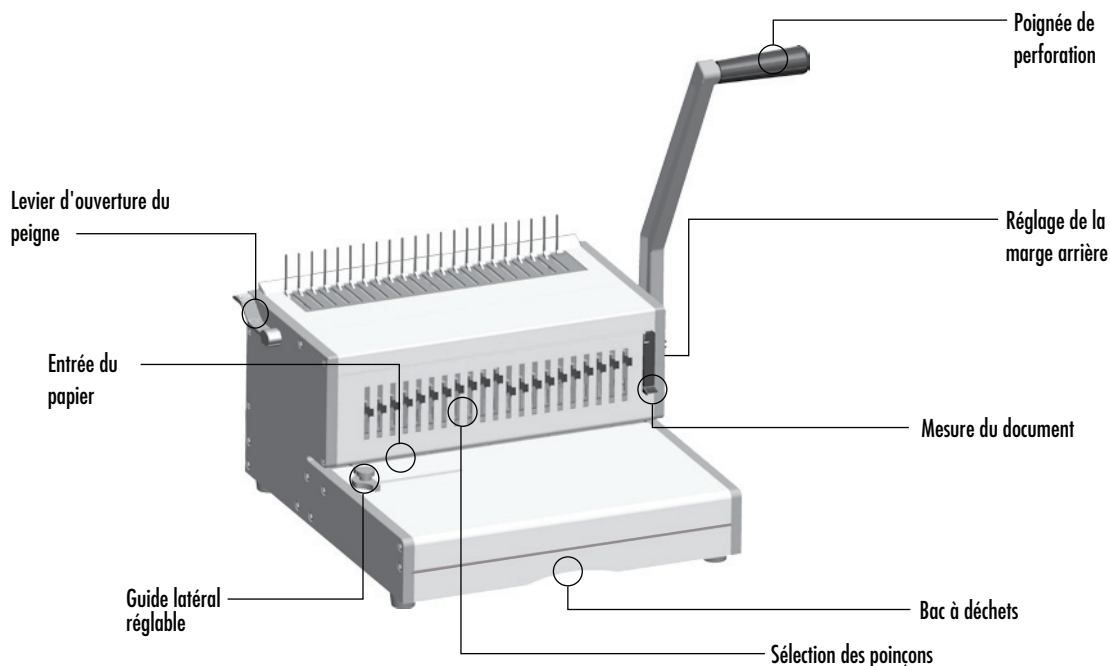
Additional sheets may be added or removed at any time by opening and then closing the comb as previously described.

## REMOVAL OF WASTE CLIPPINGS

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

## TROUBLESHOOTING

<b>Problem</b>	<b>Cause</b>	<b>Solution</b>
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



## CAPACITÉS

### Capacité de perforation

#### Feuilles de papier

70 - 80 g / 20 lb 30 feuilles

#### Couvertures transparentes

100-200 microns / 4 - 8 mil. 4 feuilles

200+ microns / 8+ mil 3 feuilles

#### Autres couvertures standard

160 - 270 g / 40 - 60 lb 4 feuilles

270+ g / 60+ lb 3 feuilles

### Capacité de reliure

Diamètre maximal de la spirale de reliure 51 mm

Maximum par document (80 g / 20 lb) environ 500 feuilles

### Fiche technique

Dimensions du papier	A4, A5, Courrier US, Couverture US
Fentes de perforation	21
Poinçons débrayables	21 poinçons (1 - 21)
Marge arrière réglable	5 positions - (2,5 - 6,5mm)
Écartement des fentes	14,28 mm / 9/16"
Guide latéral réglable	Oui
Capacité du bac de déchets	environ 1800 feuilles
Poids net	12 kg / 26 lb
Dimensions (LxPxH)	40(52) x 40 x 25(50) cm

## CONSIGNES DE SÉCURITÉ IMPORTANTES - A CONSERVER

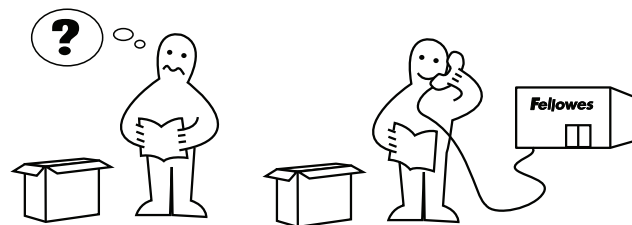
Pendant la perforation :

- vérifier que la machine repose sur une surface stable
- faire un essai de perforation sur du papier brouillon puis régler la machine avant de perforer les documents
- enlever les agrafes et autres objets métalliques avant de procéder à la perforation
- ne jamais dépasser les performances nominales de la machine

Tenir la machine éloignée des sources de chaleur et d'eau.

Ne jamais tenter d'ouvrir ou de réparer la machine.

### Besoin d'aide ?



Nos experts sont là pour vous aider.

Service clientèle ... [www.fellowes.com](http://www.fellowes.com)

Appelez toujours Fellowes avant de contacter le lieu d'achat de la machine, voir la dernière page de couverture pour les coordonnées.