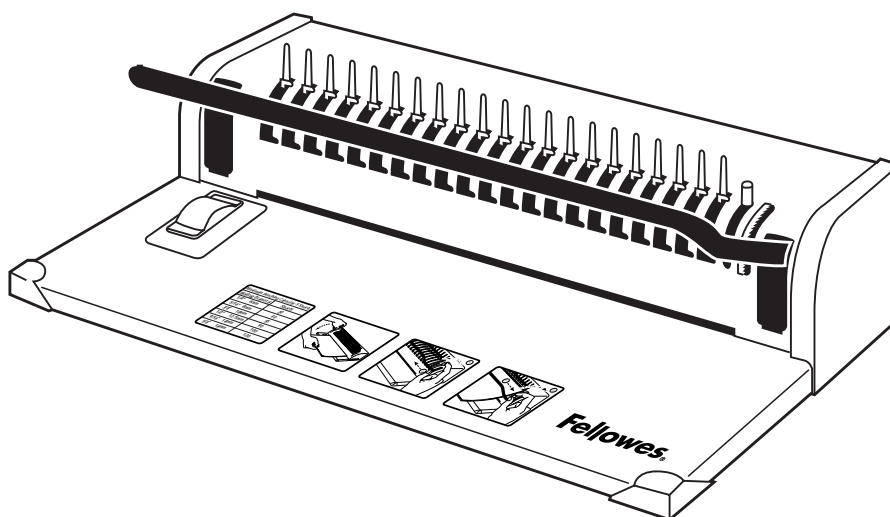


Fellowes®



Operating Instructions

A

Mode d'emploi

B

Instrucciones de funcionamiento

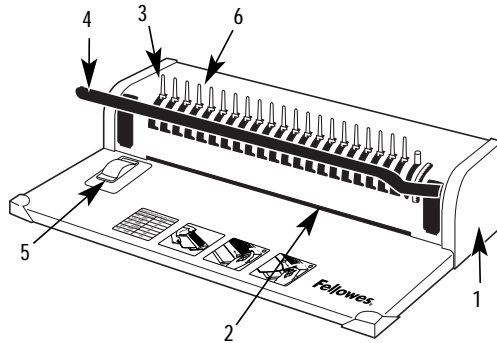
C

Model/Modèle/Modelo:

PB 100

Equipment Parts

1. Waste Paper Cover
2. Punching Area
3. Plastic Comb Binding Lock
4. Punching/Binding Handle
5. Margin Guide
6. Binding Area (Metal Rakes)



Using the Binding Machine

Punching Holes

1. Use the margin guide on the left-most side of the punching area to align, slide all the sheets to the back of the punching area.
NOTE: a maximum of 5 sheets can be punched at a time.
2. Lower the punching handle to punch holes in the paper.
3. Return handle to its original position and remove sheets.
4. Repeat until all sheets and covers have been punched.

A

B

C

Binding the Document

Use the table below to select the appropriate plastic comb according to the number of sheets to be bound:

No. of Sheets	Comb Diameter	
	Inches	mm
2-20	1/4"	6 mm
21-40	5/16"	8 mm
41-55	3/8"	9.5 mm
56-90	1/2"	12.5 mm
91-100	9/16"	14.0 mm
101-120	5/8"	15.5 mm

1. Insert the plastic comb behind the metal rake on top of the machine. Be sure the open side of the plastic comb's teeth are facing upward. Slide comb to left.
2. To open comb, push the handle downward.
NOTE: The maximum a comb can be opened will vary by the diameter of the comb.
3. Move the binding lock to the right to secure open position of comb.
4. Insert the punched sheets onto the open comb. (For a correctly bound document, the first page of your document should be the first one placed onto the comb.)
5. To close comb, release lock by pushing downward on the handle, allowing the handle to automatically return to its original starting position.
NOTE: Lock may also be released by simply moving it to the left, away from teeth.
6. To remove bound document, slide it to the right and lift upward.

Emptying Paper Cuttings

To remove, simply raise the waste paper cover located on either side of the machine. Pick up machine and tip it toward the same side as the raised cover. To be sure all paper clippings have been removed from the machine, gently shake the machine. To prevent clogging and jamming, be sure to empty paper clippings frequently.

Specifications

Maximum binding length	11 inches (279mm)
Maximum binding capacity	120
Maximum binding diameter	5/8" (16mm)
Maximum punching capacity (at one time)	5 sheets
Dimensions (L x W x H)	15-5/8" x 6-7/8" x 3-5/8" (396 x 175 x 92 mm)
Weight	8.8 lbs. (4 kg)
Warranty	1 year

Limited Warranty

Fellowes Manufacturing Company warrants all Binding Machines to be free from defects in material and workmanship for one year from the date of purchase by the original consumer. The exception to this are the punching dies which are subject to wear. If any part is found to be defective during the warrant 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 unauthorized repair. ANY IMPLIED WARRANTY, INCLUDING THAT OF MERCHANTABILITY OR FITNESS FOR A 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 or incidental damages attributable to this product. This warranty gives you specific legal rights. You may have other legal rights that vary from state to state.

For more detail or to obtain service under this warranty, please contact Fellowes Customer Service at 1-800-955-0959, Monday through Friday, 8 AM - 5 PM (Central Standard Time).

For specific instructions on obtaining service under this warranty on machines purchased outside the USA, contact the appropriate location listed on the back of this instruction manual.

Warrantor: Fellowes Manufacturing Company



**Contact For Service
Vos Contacts Fellowes
Sus Contactos Fellowes**

United States	1-800-955-0959
Australia	(In Melbourne) (03) 9330-3211 (Outside Melbourne) 1-800-331-177
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