

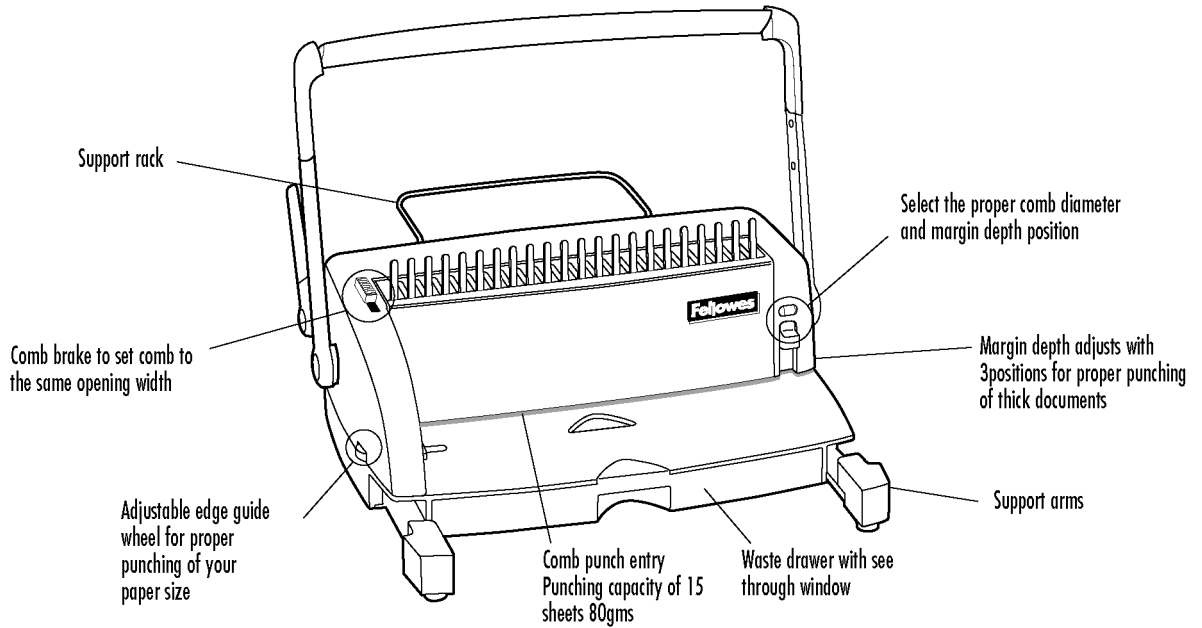
Fellowes.



PB 150

Please read these instructions before use.
Veuillez lire ces instructions avant utilisation.
Lea estas instrucciones antes del uso.

ENGLISH



CAPABILITIES

Punching Capacity

<i>Paper sheets</i> 70-80 gram/20 lb.	15
<i>Transparent covers</i> 100-200 microns/4-8 mil	3
200+ microns/8+ mil	1
<i>Other standard covers</i> 160-270 gram/40-60 lb	4
270+ gram/60+ lb	2

Binding Capacity

<i>Comb size</i>	28mm
<i>Document length (pages)</i>	240
<i>Adjustable edge guide</i>	Yes
<i>Adjustable margin depth</i>	Yes 3 positions
<i>Comb brake</i>	Yes

IMPORTANT SAFETY INSTRUCTIONS



Read Before Using!

- Remove staples and other metal from sheets before punching.
- Never attempt to open or otherwise repair either of these machines.
- Make sure the punching bar is lowered when not in use in order to avoid bumping or catching your arm.

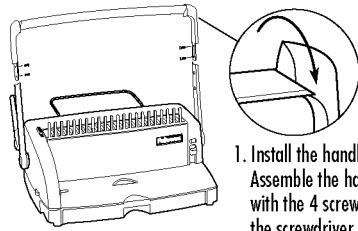
TIPS

- For optimum performance, do not push your machine beyond its punching capacity.
- For easy reference, you will also find the machine's punching capacity chart below printed on the inside of the waste drawer.

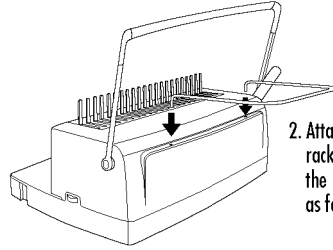
Comb diameter sizes & margin depth adjustments

mm		inch		20lb 80g		Margin depth adjustment	
6	1/4"	1-20	A				
8	5/16"	21-40	A				
10	3/8"	41-55	B				
12	1/2"	56-80	B				
14	9/16"	81-100	C				
16	5/8"	101-120	C				
18	3/4"	121-150	C				
22	7/8"	151-180	C				
25	1"	181-200	C				
28	1-1/8"	201-240	C				

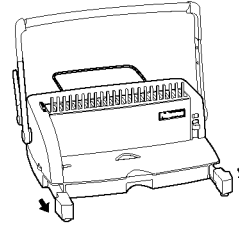
SET UP



1. Install the handle. Assemble the handle with the 4 screws using the screwdriver included.

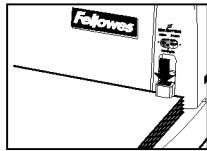


2. Attach the wire support rack. Push the ends of the rack into the holes as far as they will go.

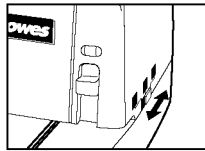


3. Pull out the support arms to provide maximum stability.

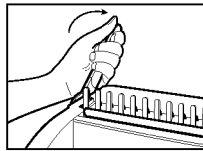
BEFORE YOU BIND



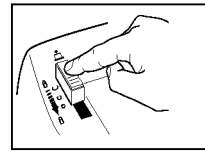
1. Select the comb diameter and margin depth letter.



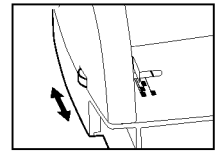
2. Adjust margin depth.



3. Insert the comb. Push lever to insert the comb.

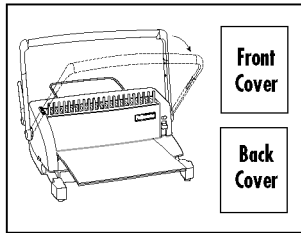


4. Set comb brake if desired.

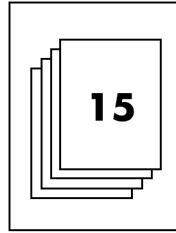


5. Adjust for document size.

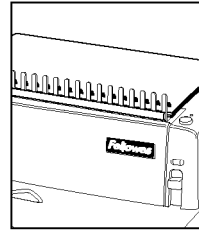
STEPS TO BIND



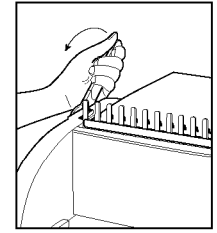
1. Punch front cover and back cover first.



2. Punch the paper in batches of 15 sheets maximum.



3. Insert pages onto comb.



4. Pull the comb lever back to close the comb.

TROUBLESHOOTING

Problem	Cause	Solution
Stuck punching bar	Your machine is jammed, most likely due to punching too many sheets at one time.	Raise the punching bar and lower it with as much strength as you can, repeating this as many times as necessary to cut through all of the sheets.
Partial last hole	Sheets are not properly aligned.	With letter documents, move document wheel to improve centering; with all other formats, make sure the edge guide is in the correct position.
Punch holes not parallel to edge	Debris is stuck below the dies.	Take a ruler or stiff cardboard and slide it into the entry, moving it back and forth to release cuttings into the waste drawer.
Damaged hole edges	You may be trying to punch too many sheets at one time.	Reduce the number of sheets per batch.

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