

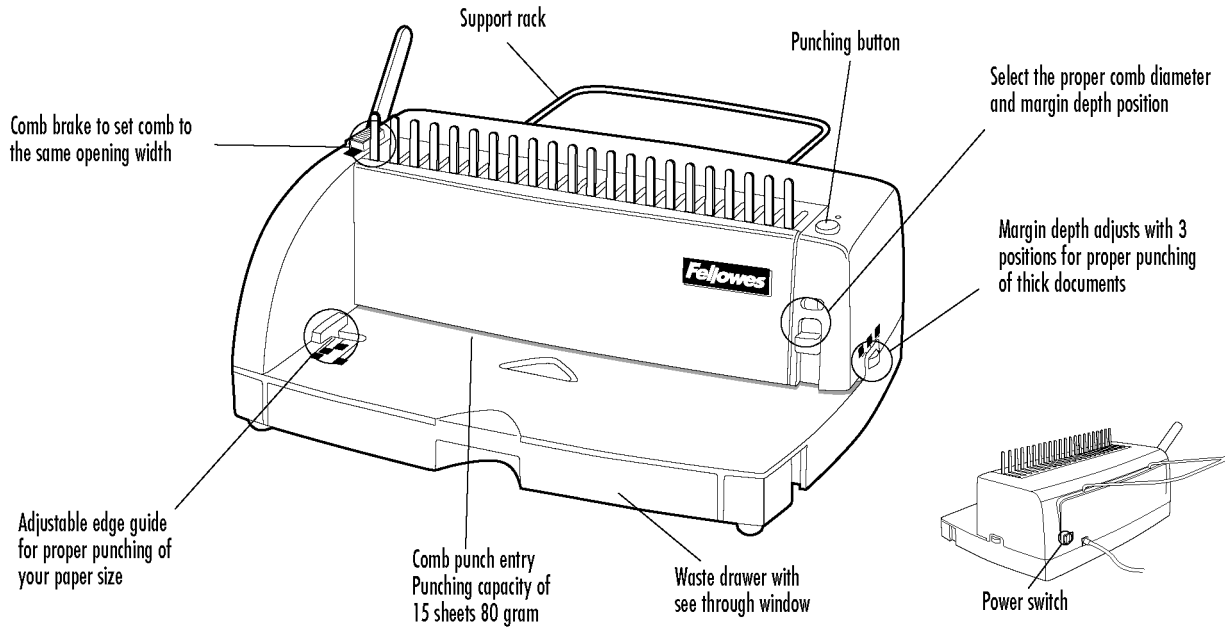
Fellowes®



PB 250E

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	3
270+ gram/60+ lb	1

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.
- Keep it away from heat or water sources.
- Plug it near an easily accessible outlet.
- Turn it off after each use.
- Unplug it when not in use for an extended period.

TIPS

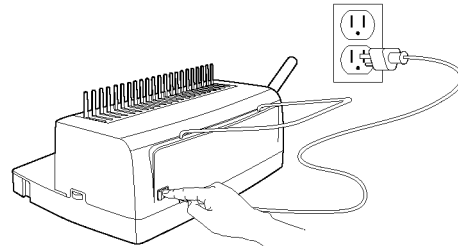
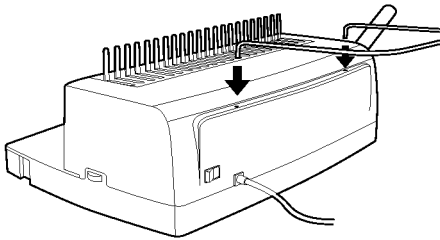
- For optimum performance, do not push your machine beyond its punching capacity.
- For easy reference, you will also find the machine's punching capacity chart below printed on the inside of the waste drawer.

Comb diameter sizes & margin depth adjustments

mm		inch		20lb 80g		Margin Depth	
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

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

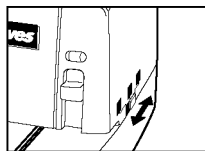


Plug the machine into power outlet. Press the power switch.

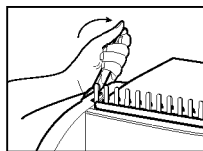
BEFORE YOU BIND



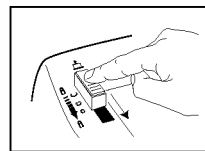
1. Select the comb diameter and margin depth letter.



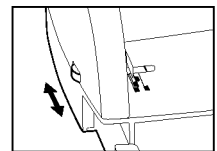
2. Adjust margin depth.



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

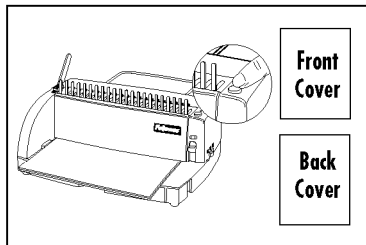


4. Set comb brake if desired.

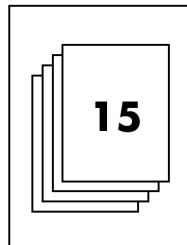


5. Adjust for document size.

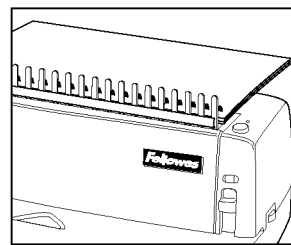
STEPS TO BIND



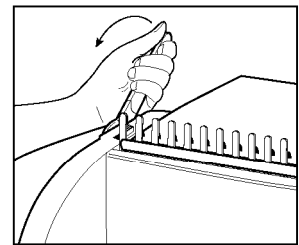
1. Punch front cover and back cover first.



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



3. Insert pages onto comb as soon as they are punched.



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

TROUBLESHOOTING

Problem	Cause	Solution
Red standby light	Your machine is jammed, most likely due to punching too many sheets at one time.	Press but do not hold, the start button and wait for the motor to stop. This will clear the jam and the standby light will turn green again.
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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