

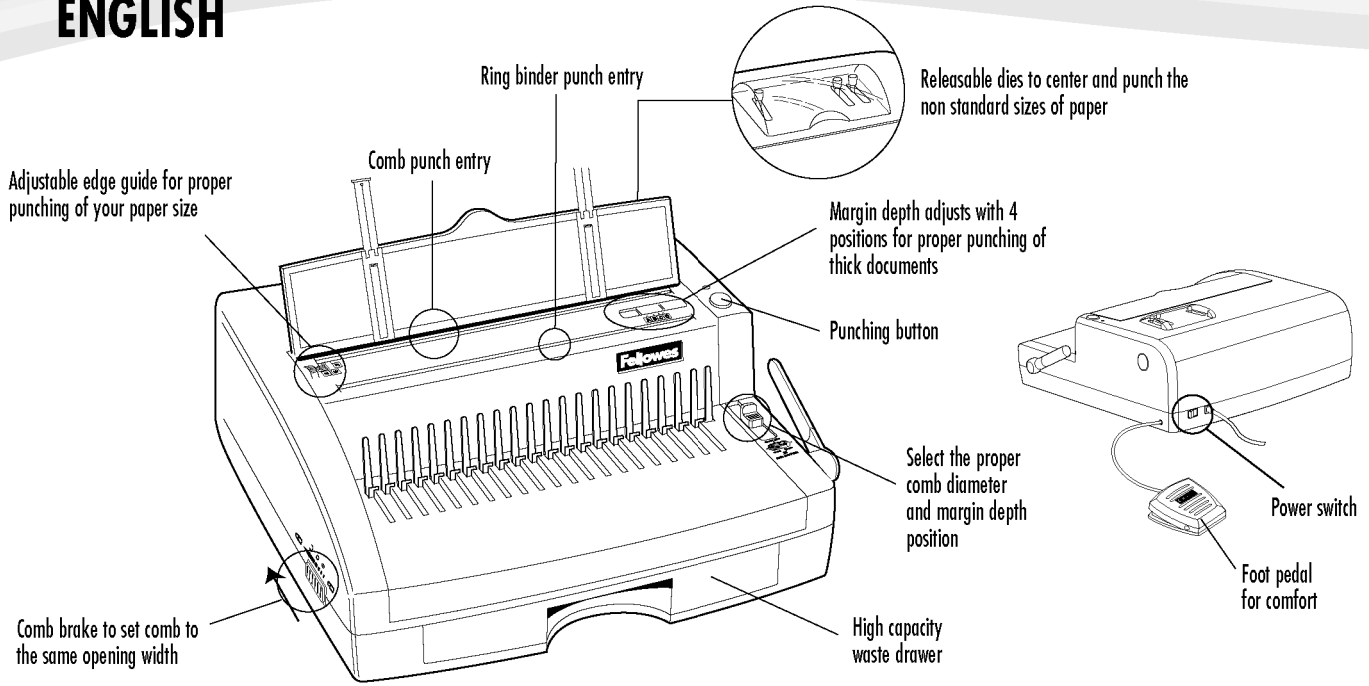
Fellowes



PB 2650E

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.	30
<i>Transparent covers</i> 100-200 microns/4-8 mil	4
200+ microns/8+ mil	2
<i>Other standard covers</i> 160-270 gram/40-60 lb	4
270+ gram/60+ lb	2

Binding Capacity

<i>Comb size</i>	51mm/2 inch
<i>Document length (pages)</i>	500
<i>Adjustable edge guide</i>	Yes
<i>Adjustable margin depth</i>	Yes 4 positions
<i>Comb brake</i>	Yes

IMPORTANT SAFETY INSTRUCTIONS



Read Before Using!

- Remove staples and other metal from sheets before punching.
- Keep the covers closed when the machine is not in use.
- Keep the transparent die cover closed during punching.
- Never attempt to open or otherwise repair 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

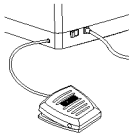
- For optimum performance, do not push your machine beyond its punching capacity.
- For easy reference, you will also find the machine's punching capacity chart below printed on the inside of the waste drawer.

Comb diameter sizes & margin depth adjustments

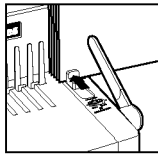
mm	inch				
6	1/4"	1-20	A		
8	5/16"	21-40	A		
10	3/8"	41-55	B		
12	1/2"	56-80	B		
14	9/16"	81-100	C		
16	5/8"	101-120	C		
18	3/4"	121-150	C		
22	7/8"	151-180	D		
25	1"	181-200	D		
28	1-1/8"	201-240	D		
32	1-1/4"	241-280	D		
38	1-1/2"	281-340	D		
45	1-3/4"	341-410	D		
51	2"	411-500	D		

SET UP

COMB BINDING—Before You Bind



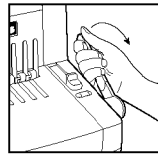
- Electric model**
1. Plug the machine into power outlet.
 2. Also plug the cable of the foot pedal into the jack on the machine.



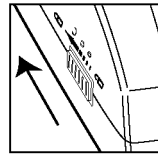
1. Select the comb diameter and margin depth letter.



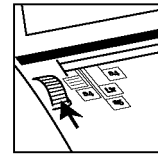
2. Adjust margin depth.



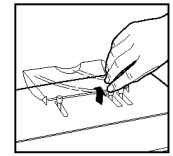
3. Insert the comb. Pull lever to open comb.



4. Set comb brake if desired.

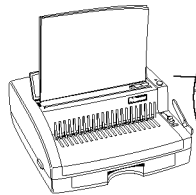


5. Adjust for document size.



6. Adjust for document size with the releasable dies.

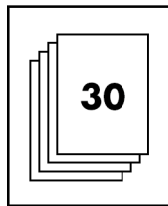
COMB BINDING STEPS



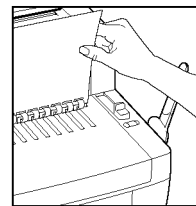
Front Cover

Back Cover

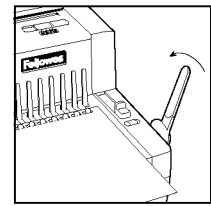
1. Punch front cover and back cover first.



2. Punch the paper in batches of 30 sheets maximum.

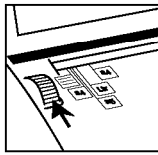


3. Insert pages onto comb as soon as they are punched.

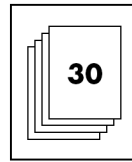
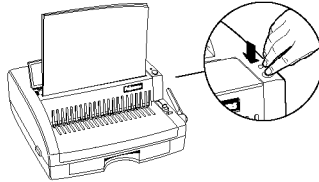


4. Push the comb lever back to close the comb.

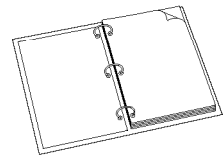
RING BINDER PUNCHING



Before you punch:
Adjust for document size with the edge guide.



Punch the paper in batches of 30 sheets maximum.



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 and the corresponding die has been raised.
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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