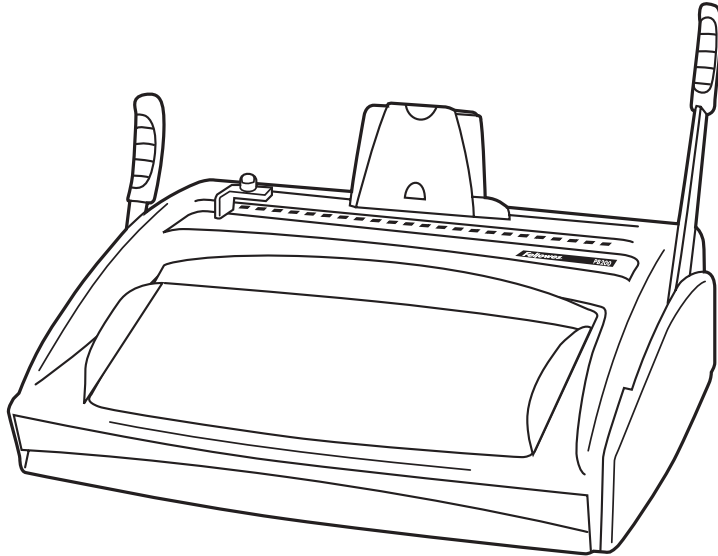


Fellowes®



Operating Instructions

A

Operating Instructions

B

Operating Instructions

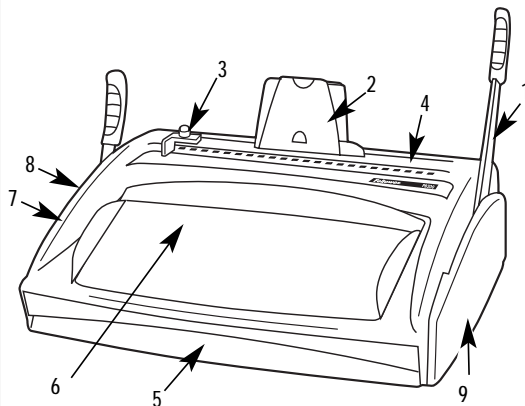
C

Model:

PC 200

Equipment Parts

1. Punching Handle
2. Sheet Supporter/Adjustable Coil Guide Selector
3. Adjustable Paper Margin Guide
4. Punching Area
5. Waste Paper Drawer
6. Binding Tray
7. Margin Depth Selector
8. Left Side Cover
9. Punching Handle Cover



Assembly

1. Attach the Punching Handle to the right side of the machine by firmly pressing square hole of handle onto square shaft. To operate correctly, the handle should be positioned as illustrated above.
NOTE: If the handle is not positioned as illustrated it will not punch. Once handle is fully attached secure it by inserting the screw supplied.
2. Carefully attach the punching handle cover over the punching handle.
3. To mount the Sheet Supporter/Adjustable Comb Guide Selector, first be sure the two (2) phillips screws are loose enough so the Supporter/Selector slides easily into place. Mount Supporter/Selector and secure by tightening screws.

A

B

C

Using the Punching Machine

Adjusting the Punch

Holes should always be centered between the top and bottom of paper edge. To center hole, set the adjustable margin guide. For optimum results, first use several "practice sheets" to set up margin guide position.

Determining Coil Size

1. To select the appropriate coil for binding, insert complete document under "leg" of adjustable coil guide selector located on the bottom right side.
NOTE: Entire document should fit securely under "leg" to determine true comb size.
2. Read the corresponding coil size from the center of the adjustable coil guide selector.
3. Raise adjustable coil guide selector to release entire document.
4. **OR** use chart below.

Choice of Coil

<u>Sheets</u>	<u>Coil Size</u>
30	6 mm
45	7 mm
70	10 mm
85	13 mm
120	16 mm
140	18 mm
200	25 mm

Adjustment Margin Depth Selector

After choosing coil diameter, adjust the margin depth selector according to the following guidelines. Align number on guide with arrow on machine.

NOTE: The number on the dial should correspond to the arrow on the cover.

<u>Position</u>	<u>Coil Diameter</u>
1	6-14 mm
2	17-22 mm
3	25 mm

Punching

Insert all sheets into the punching area. Lower the handle to punch holes in paper. Return handle to its original vertical position and remove sheets. Repeat until all sheets and covers have been punched. *Note: a maximum 20 sheets can be punched at a time.*

Emptying Paper Clippings

To remove, simply pull the waste paper drawer out. Its oversized design means emptying less frequently.

Binding the Document

1. Align holes. Place punched documents on binding tray. Starting at the first hole on either end, twist binding coil until it has passed through every hole. (Figure A)
2. Close loop by bending end of coil down towards binding on each end of the document. (Figure B)
Your document is bound.



Figure A



Figure B

Specifications

Maximum binding length	11 inches (288mm)
Maximum punching capacity (at a time)	20 sheets
Number of punches	43 (disengagable) (4:1 pitch)
Dimensions (L x W x H)	18-7/8" x 18-1/2" x 9-7/8 " (480 x 460 x 250mm)
Weight	35.5 lbs. (16.2 kg)
Warranty	1 year

Limited Warranty

Fellowes Manufacturing Company warrants all PC Model Binding Machines to be free from defects in material and workmanship for a period of 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.

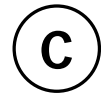
This warranty does not apply in cases of abuse, mishandling or unauthorized repair. ANY IMPLIED WARRANTY, INCLUDING THAT OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS HEREBY LIMITED IN DURATION TO THE APPROPRIATE WARRANTY PERIOD SET FORTH ABOVE. In no event shall Fellowes be liable for any consequential or incidental damages attributable to this product. This warranty gives you specific legal rights. You may have other legal rights which vary from state to state. To obtain service under this warranty on machines purchased in the USA, return the machine prepaid to the address below. Please allow two weeks for processing.

Return with machine:

- Copy of original sales receipt.
- A card stating your name, address, daytime telephone number, machine model and serial number, plus a brief description of the problem.

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

Warrantor: Fellowes Manufacturing Company



U.S.	1-800-955-0959
Australia	+ 6139-330-3211 (inside Melbourne) 1-800-331-177 (outside Melbourne)
Benelux	+ 31-3473-77988
Canada	1-800-665-4339
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