

# Fellowes

## Large Office Comb Binder

# Galaxy™ 500



Please read these instructions before use.  
Do not discard: keep for future reference.

Lire ces instructions avant utilisation.  
Ne pas jeter : conserver pour référence ultérieure.

Lea estas instrucciones antes de usarlo.  
No las deseche: guárdelas para tenerlas como referencia.

Diese Anleitungen vor Gebrauch genau durchlesen.  
Bitte nicht entsorgen: zur späteren Bezugnahme aufheben

Prima dell'uso, si raccomanda di leggere questo manuale di istruzioni. Conservare il manuale per consultarlo secondo le necessità.

Dese instructies voor gebruik lezen. Niet weggooien, maar bewaren om later te kunnen raadplegen.

Läs dessa anvisningar innan du använder apparaten.  
Släng inte bort, behåll för framtida bruk.

Læs venligst denne vejledning før anvendelse.  
Bør ikke bortskaffes. Behold for fremtidig henvisning.

Lue nämä ohjeet ennen käyttöä.  
Älä hävitä: säilytä myöhempää käyttöä varten.

Vennligst les nøye igjennom denne bruksanvisningen før bruk.  
Ikke kast den: Ta vare på den for senere referanse.

Przed użyciem proszę zapoznać się z tą instrukcją.  
Nie wyrzucać - zachować jako źródło informacji na przyszłość

Перед началом эксплуатации обязательно прочтите данную инструкцию.  
Не выбрасывайте данную инструкцию: сохраните ее для последующего использования.

Παρακαλείσθε να διαβάσετε αυτές τις οδηγίες πριν χρησιμοποιήσετε το προϊόν.  
Μην τις απορρίψετε: κρατήστε τις για μελλοντική αναφορά

Kullanmadan önce lütfen bu talimatları okuyun.  
Atmayın: ileride başvurmak üzere saklayın.

Před použitím si přečtěte tyto pokyny.  
Nelíkvídujte: uschovejte pro budoucí použití.

Pred použitím si prečítajte tieto pokyny.  
Nezahadzujte: odložte pre budúce použitie.

Kérjük, hogy használat előtt olvassa el az utasításokat!  
Az utasításokat ne dobja ki; tartsa meg referenciaanyagként való jövőbeni használatra.

Leia estas instruções antes da utilização.  
Não as deite fora: conserve-as para consulta futura.

Pročitajte ove upute prije upotrebe.  
Nemojte baciti: sačuvajte za buduću upotrebu.

Molimo da ova uputstva pročitate pre upotrebe.  
Nemojte ih baciti: sačuvajte ih za ubuduće.

Моля, прочетете тези инструкции преди употреба.  
Не изхвърляйте: пазете за справки в бъдеще.

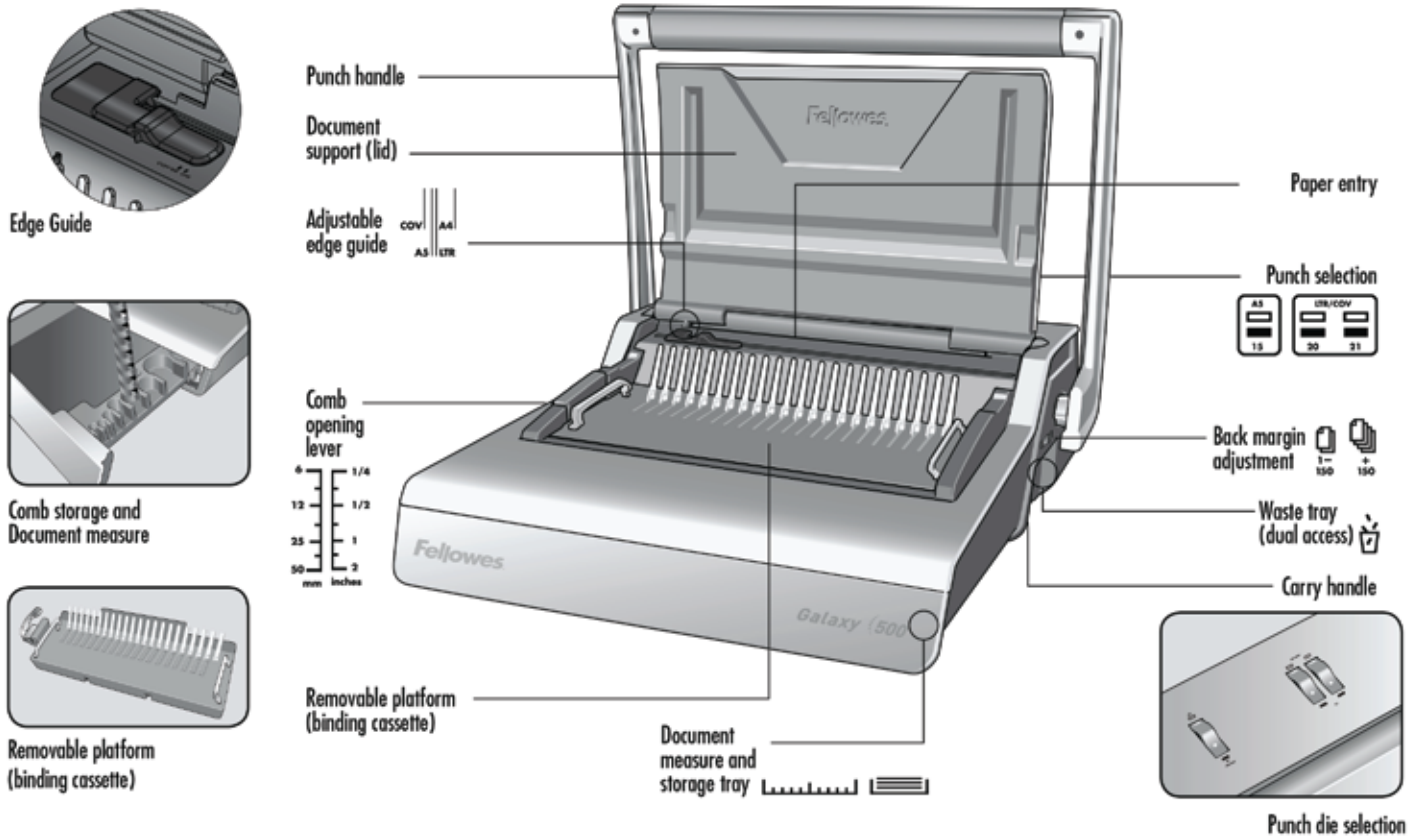
Vã rugãm sã citiți aceste instrucțiuni înainte de utilizare.  
Nu aruncați: păstrați pentru o consultare ulterioară.

Pred uporabo preberite ta navodila.  
Ne zavržite: shranite za poznejšo uporabo

يرجى الاطلاع على الإرشادات قبل الاستعمال.  
لا يجب التخلص من هذه الإرشادات. ويرجى حفظها للرجوع إليها في المستقبل.

נא לקרוא הוראות אלה לפני השימוש.  
אין להשליך: שמרו לעיונכם בעתיד.

# ENGLISH



## CAPABILITIES

### Punching Capacity

Paper sheets	
80g / 20lb	28 sheet
Transparent Covers	
100-200 micron / 4-8 mil	4 sheet
200+ micron / 8+ mil	3 sheet
Other Standard Covers	
160-270g / 40-60lb	4 sheet
270+g / 60+ lb	3 sheet
Binding Capacity	
Max comb size	51mm
Max document (80g / 20lb)	500 sheet

### Technical Data

Paper dimensions	A4, A5
Punching slots	21
Releasable dies	3 dies (15, 20, 21)
Adjustable back margin (min = 2.5mm, max = 4.5mm)	yes - 2 positions
Slot pitch	14.28mm / 9/16"
Adjustable edge guide	yes
Waste tray capacity	3000 sheets
Net weight	10.5 kg / 23.2 lb
Dimensions (WxDxH)	450 x 530 x 165mm / 17.7" x 20.9" x 6.5"

## IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!



Please read before use. Please keep for future reference

### When punching;

- always ensure the machine is on a stable surface
- test punch scrap sheets and set the machine before punching final documents
- remove staples and other metal articles prior to punching
- never exceed the machines quoted performance

### When binding;


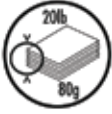


- the removable binding platform can be used away from the punch unit
- always ensure the removable binding platform is on a stable surface

Keep the machine away from heat and water sources.

Never attempt to open or otherwise repair the machine.

# COMB DIAMETER & DOCUMENT SIZES

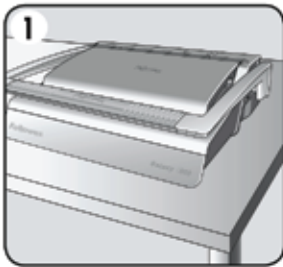
## Comb diameter sizes & margin depth adjustments

			Set back margin
mm	inch	number of sheets	
6mm	1/4"	2-20	 1-150
8mm	5/16"	21-40	
10mm	3/8"	41-55	
12mm	1/2"	56-90	
16mm	5/8"	91-120	
18mm	11/16"	121-150	
22mm	7/8"	151-180	 +150
25mm	1"	181-200	
32mm	1 1/4"	201-240	
38mm	1 1/2"	241-340	
45mm	1 3/4"	341-410	
51mm	2"	411-500	

### Need Help?

Customer Service . . . [www.fellowes.com](http://www.fellowes.com)  
 Let our experts help you with a solution.  
 Always call Fellowes before contacting your  
 place of purchase.

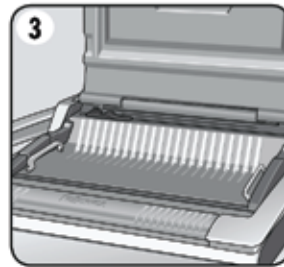
## SET UP



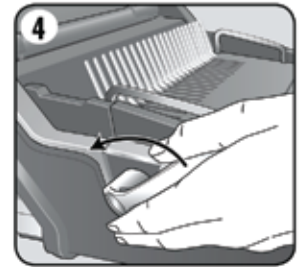
1. Ensure the machine is on a stable surface.



2. Check waste tray is empty and correctly fitted. The tray can be accessed from the left and right sides. The tray has a 'burst feature' that operates when the chip tray is 'over-full'.



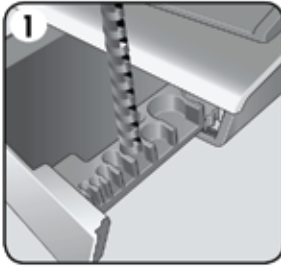
3. Ensure the binding platform is located correctly in the machine.



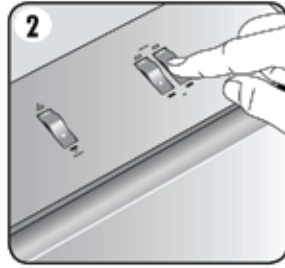
4. Ensure the comb-opening lever is pushed backwards.

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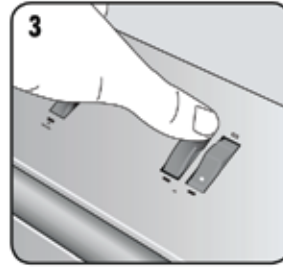
## STEPS TO BIND



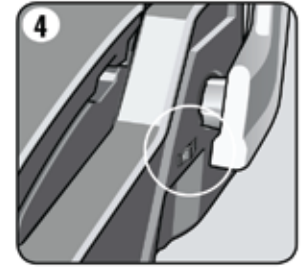
1. Select the correct comb diameter using the storage tray.



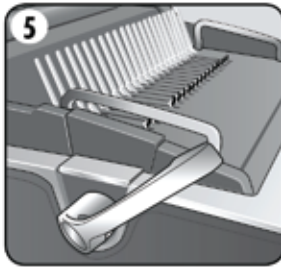
2. Select the correct punch profile for the sheet size. Select releasable dies as appropriate (holes 15, 20, 21).



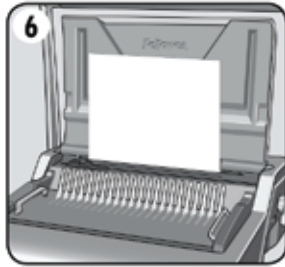
3. To cancel a punch, press the switch down at the back. Test punch a sheet.



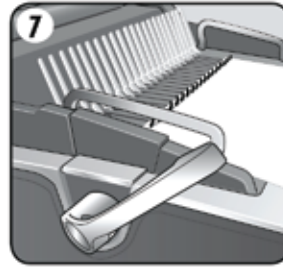
4. Select the correct back margin depth for number of sheets.



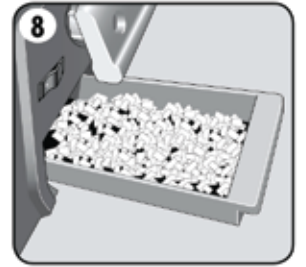
5. Insert the plastic comb into the opening mechanism. Pull comb-opening lever forward to open the comb.



6. Test punch scrap sheets to check edge guide setting.

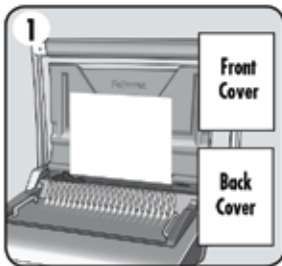


7. Load punched sheets directly onto the open comb.

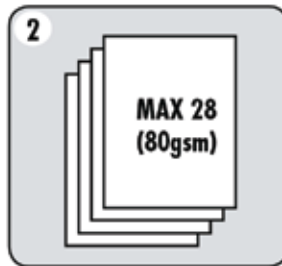


8. Empty waste tray regularly - ideally after each use.

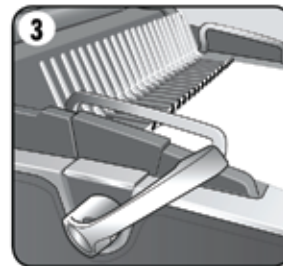
## DOCUMENT BINDING



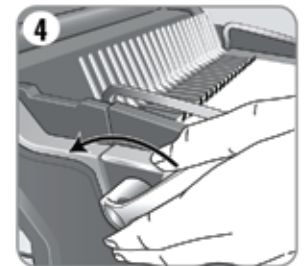
1. Ensure edge guide is set to the proper document size. Punch front and back covers first.



2. Punch sheets in small batches that do not overload the machine or the user. Adjust edge guide, if necessary.



3. Load punched sheets directly onto the opened comb. Starting with the front of the document.

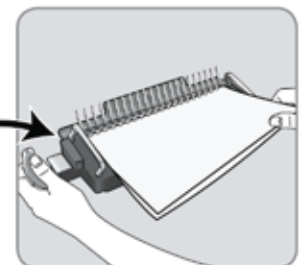
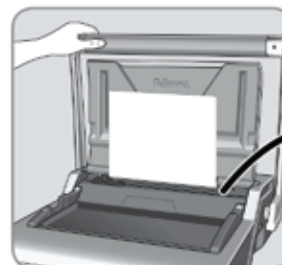


4. When all punched sheets are loaded onto the comb, push the comb lever backwards to close the comb and remove the bound document.

## REMOVABLE BINDING PLATFORM

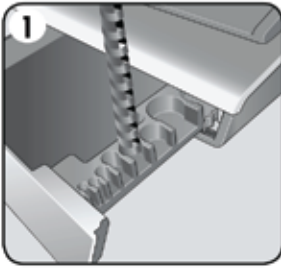
Galaxy has a unique mobile binding platform. The platform can be lifted from the base and used on a stable surface to bind documents using the normal binding procedure and also allows different users to work together. When not in use, the platform should be stored safely in the punch machine.

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SYSTEM

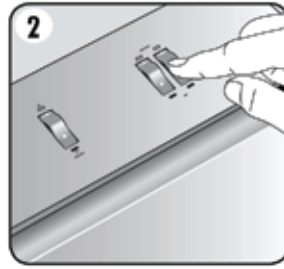


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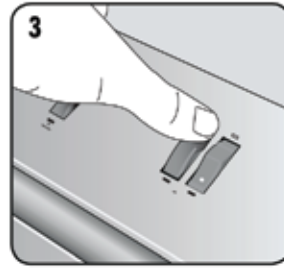
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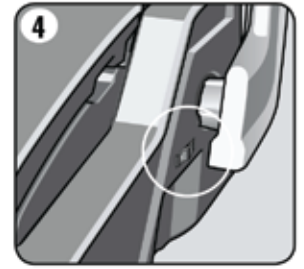
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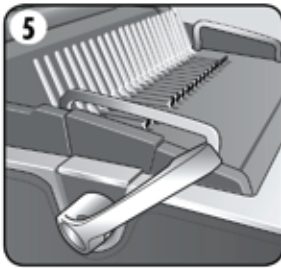
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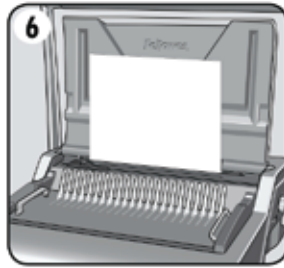
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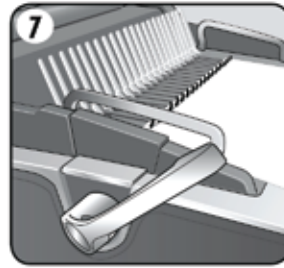
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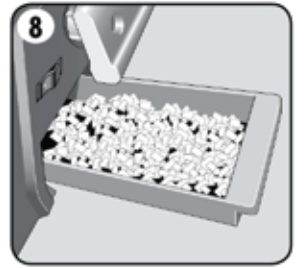
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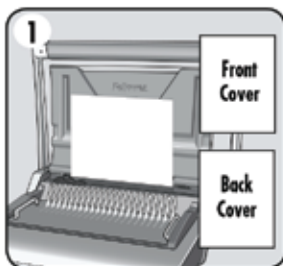


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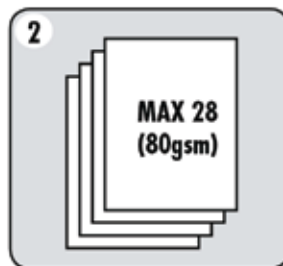


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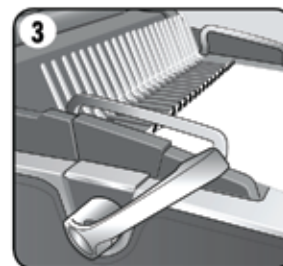
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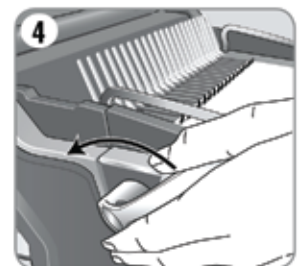
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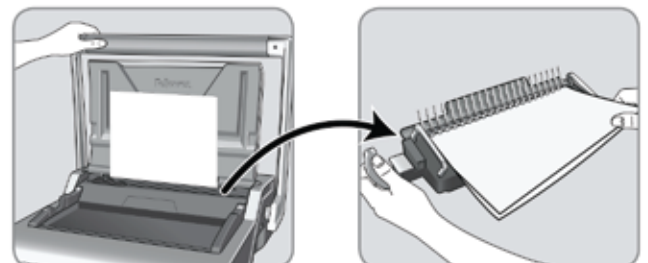


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## CORRECTING A BOUND DOCUMENT

Additional sheets may be included or removed at any time by opening and then closing the comb as previously described.

## REMOVAL OF WASTE CLIPPINGS

The waste tray is located under the machine and is accessed from each side. For best results empty the tray regularly. The tray should be emptied after every 50 operations to ensure no blockages occur.

## STORAGE

Lower the lid and punch handle. The Galaxy comb binder is designed to be stored horizontally on the desk.

## TROUBLESHOOTING

<b>Problem</b>	<b>Cause</b>	<b>Solution</b>
Punched holes are not central	Edge guide not set	Adjust edge guide until hole pattern is correct
Machine will not punch	Blockage	Check waste tray is empty. Check for blockage to paper entry
Punch holes are not parallel to edge	Debris is stuck below dies	Take stiff cardboard and slide into the paper entry. Move the cardboard sideways to release any stray clippings into the waste tray
Partial holes	Sheets not correctly aligned to punch pattern	Adjust edge guide and test punch scrap sheets until correct
Missing holes	Selectable dies are not selected to punch	Check the correct dies are selected to punch holes. To select a die, push selector switch down at the front
Sheets will not turn on the bound document	Back margin is too large for a smaller comb	Select the smaller margin depth for combs up to 18mm (11/16") in diameter (2-150 sheets) Select the larger margin depth for combs larger than 18mm (11/16") in diameter (151-500 sheets)
Damaged hole edges	Possibly overloading the machine	Punch plastic covers with paper sheets. Reduce number of sheets being punched
Waste tray leaks	Waste tray is not correctly inserted or 'burst feature' has activated	Check waste tray is empty and 'burst feature' is closed