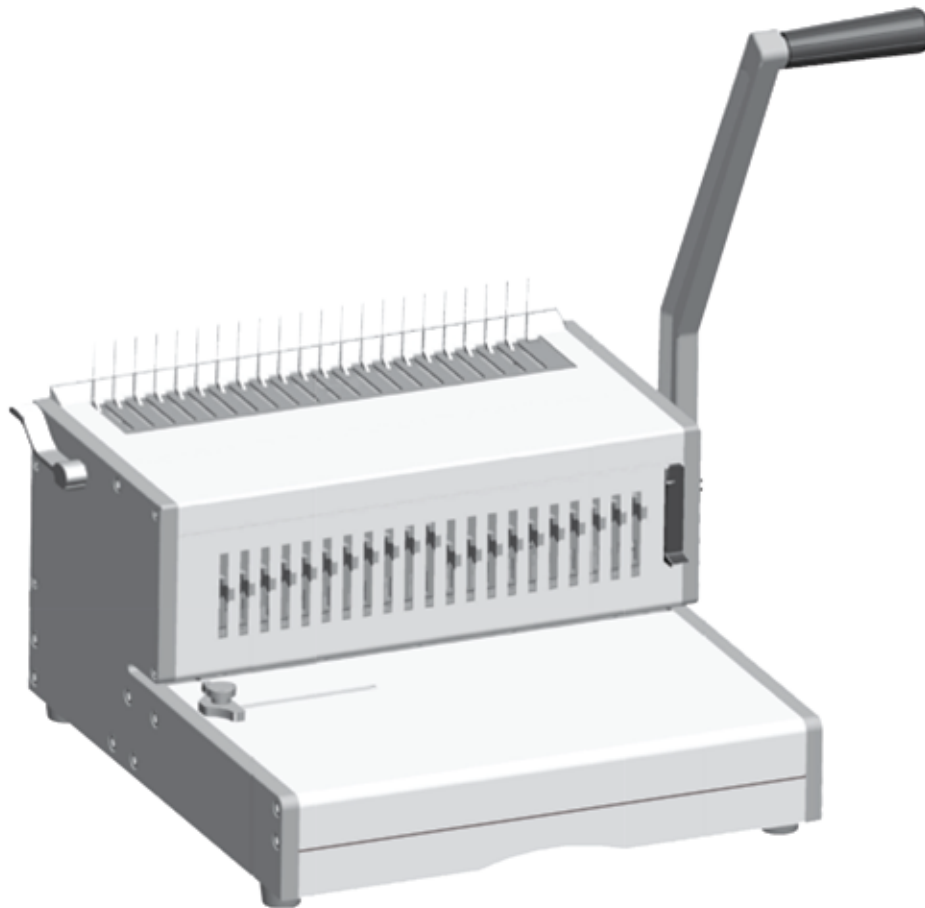


Fellowes

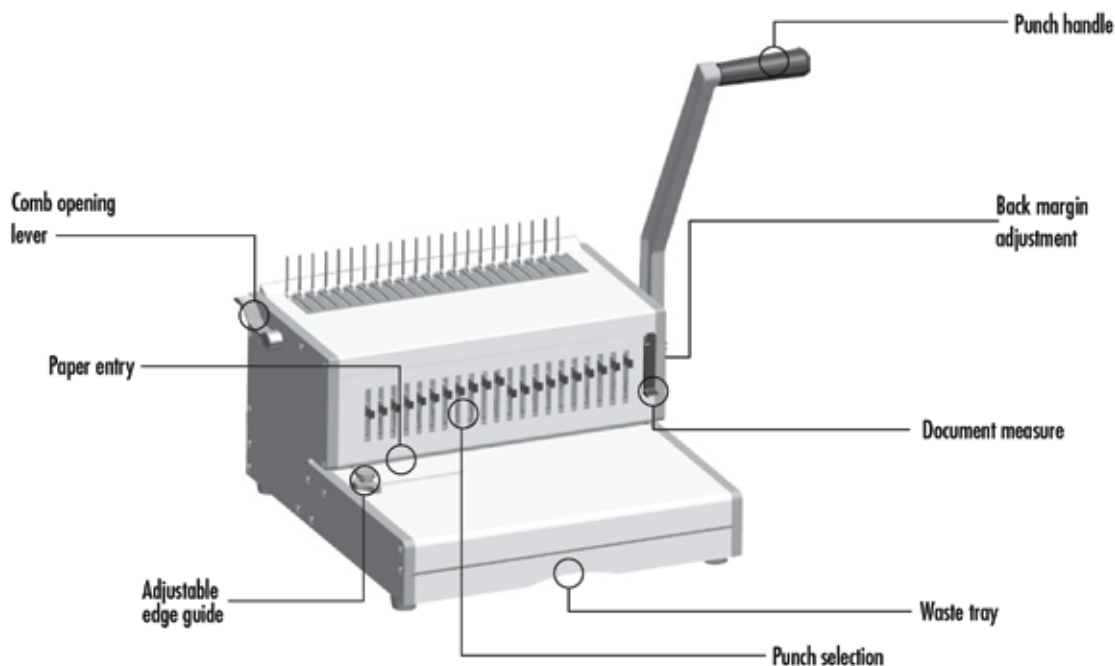
Heavy Duty Comb Binder

Orion™ 500



- GB** Please read these instructions before use.
- FR** Lire ces instructions avant utilisation.
- ES** Lea estas instrucciones antes de usar la máquina.
- DE** Diese Anleitungen vor Gebrauch genau durchlesen.
- IT** Primo dell'uso, si raccomanda di leggere questo manuale di istruzioni.
- NL** Lees deze instructies zorgvuldig door voordat u de machine in gebruik neemt.
- SE** Läs dessa anvisningar innan du använder apparaten.
- DK** Læs venligst denne vejledning for anvendelse.
- FI** Lue nämä ohjeet ennen käyttöä.
- NO** Vennligst les nøye igjennom denne bruksanvisningen før bruk.
- PL** Przed użyciem proszę zapoznać się z niniejszą instrukcją.
- RU** Перед эксплуатацией устройства ознакомьтесь с содержанием данной инструкции.

- GR** Διαβάστε τις παρακάτω οδηγίες πριν από τη χρήση.
- TR** Kullanmadan önce lütfen bu talimatları okuyun.
- CZ** Před použitím si přečtěte tyto pokyny.
- SK** Pred použitím si prečítajte tieto pokyny.
- HU** Kérjük, hogy használat előtt olvassa el az utasításokat.
- PT** Leia estas instruções antes da utilização.
- BG** Моля, прочетете инструкциите преди употреба.
- RO** Vă rugăm să citiți instrucțiunile înainte de utilizare.
- HR** Pažljivo pročitajte ove upute prije korištenja.
- SI** Pred uporabo izdelka preberite ta navodila za uporabo.
- SR** Molimo da ova uputstva pročitate pre upotrebe.
- AR** يرجى الاطلاع على الإرشادات قبل الاستعمال.
- HB** Na likovao huraot aha l'pni hshmosh.



CAPABILITIES

Punching Capacity

Paper sheets	
70 - 80g / 20lb	30 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 binding comb size	51 mm
Max document (80g / 20lb)	approx. 500 sheets

Technical Data

Paper dimensions	A4, A5, US letter, US cover
Punching slots	21
Releasable dies	21 dies (1 - 21)
Adjustable back margin	5 positions - (2.5 - 6.5mm)
Slot pitch	14.28 mm / 9/16"
Adjustable edge guide	Yes
Waste tray capacity	approx. 1800 sheets
Net weight	12 kg / 26lb
Dimensions (WxDxH)	40(52) x 40 x 25(50) cm

IMPORTANT SAFETY INSTRUCTIONS - KEEP FOR FUTURE USE

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

Keep the machine away from heat and water sources.

Never attempt to open or otherwise repair the machine.

Need Help?



Let our experts help you with a solution.




Customer Service... www.fellowes.com

Always call Fellowes before contacting your place of purchase (see the rear cover for contact details).

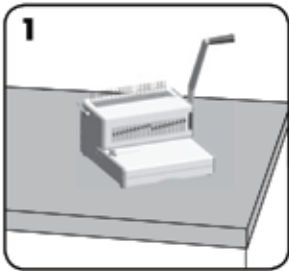
COMB DIAMETER & DOCUMENT SIZES

Comb diameter sizes

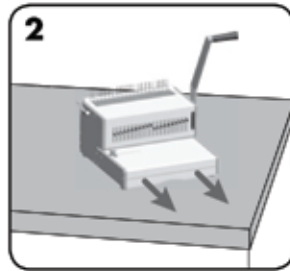
To select the correct size comb diameter for a document use the document measure card as printed on the machine.

			
A	2-20	6mm 1/4"	2.5mm 7/64"
B	21-40	8mm 5/16"	
C	41-55	10mm 3/8"	
D	56-65	12mm 1/2"	3.5mm 9/64"
E	66-100	14mm 9/16"	
F	101-115	16mm 5/8"	
G	116-135	19mm 3/4"	4.5mm 11/64"
H	136-180	22mm 7/8"	
I	181-210	25mm 1"	
J	211-240	28mm 1 1/8"	5.5mm 14/64"
K	241-280	32mm 1 1/4"	
L	281-310	35mm 1 3/8"	
M	311-340	38mm 1 1/2"	6.5mm 16/64"
N	341-410	45mm 1 3/4"	
O	411-500	51mm 2"	
Max capacity :		Paper x30 sheets (80gsm / 20lb)	
		PVC x4 sheets (200mic / 8mil)	

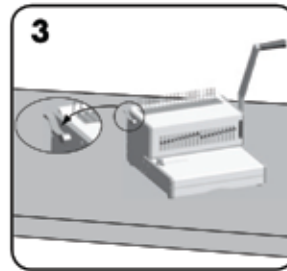
SET UP



Ensure the machine is on a stable surface.



Check the waste tray is empty and correctly fitted.



Ensure the comb opening lever is pushed backwards.

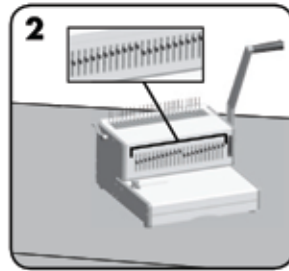
BEFORE YOU BIND

1

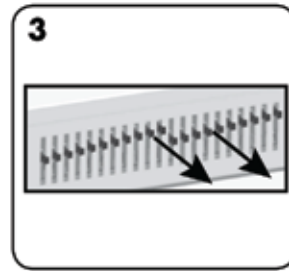
4.1	2.20	40mm	12P	2.5mm	264*
4.2	2.10	30mm	12P	3.0mm	194*
4.3	2.00	20mm	12P	3.5mm	94*
4.4	1.90	15mm	12P	4.0mm	116*
4.5	1.80	10mm	12P	4.5mm	116*
4.6	1.70	10mm	12P	5.0mm	146*
4.7	1.60	10mm	12P	5.5mm	146*
4.8	1.50	10mm	12P	6.0mm	166*
4.9	1.40	10mm	12P	6.5mm	166*
4.10	1.30	10mm	12P	7.0mm	166*
4.11	1.20	10mm	12P	7.5mm	166*
4.12	1.10	10mm	12P	8.0mm	166*
4.13	1.00	10mm	12P	8.5mm	166*
4.14	0.90	10mm	12P	9.0mm	166*
4.15	0.80	10mm	12P	9.5mm	166*
4.16	0.70	10mm	12P	10.0mm	166*
4.17	0.60	10mm	12P	10.5mm	166*
4.18	0.50	10mm	12P	11.0mm	166*
4.19	0.40	10mm	12P	11.5mm	166*
4.20	0.30	10mm	12P	12.0mm	166*
4.21	0.20	10mm	12P	12.5mm	166*
4.22	0.10	10mm	12P	13.0mm	166*
4.23	0.00	10mm	12P	13.5mm	166*
4.24	0.00	10mm	12P	14.0mm	166*
4.25	0.00	10mm	12P	14.5mm	166*
4.26	0.00	10mm	12P	15.0mm	166*
4.27	0.00	10mm	12P	15.5mm	166*
4.28	0.00	10mm	12P	16.0mm	166*
4.29	0.00	10mm	12P	16.5mm	166*
4.30	0.00	10mm	12P	17.0mm	166*
4.31	0.00	10mm	12P	17.5mm	166*
4.32	0.00	10mm	12P	18.0mm	166*
4.33	0.00	10mm	12P	18.5mm	166*
4.34	0.00	10mm	12P	19.0mm	166*
4.35	0.00	10mm	12P	19.5mm	166*
4.36	0.00	10mm	12P	20.0mm	166*
4.37	0.00	10mm	12P	20.5mm	166*
4.38	0.00	10mm	12P	21.0mm	166*
4.39	0.00	10mm	12P	21.5mm	166*
4.40	0.00	10mm	12P	22.0mm	166*
4.41	0.00	10mm	12P	22.5mm	166*
4.42	0.00	10mm	12P	23.0mm	166*
4.43	0.00	10mm	12P	23.5mm	166*
4.44	0.00	10mm	12P	24.0mm	166*
4.45	0.00	10mm	12P	24.5mm	166*
4.46	0.00	10mm	12P	25.0mm	166*
4.47	0.00	10mm	12P	25.5mm	166*
4.48	0.00	10mm	12P	26.0mm	166*
4.49	0.00	10mm	12P	26.5mm	166*
4.50	0.00	10mm	12P	27.0mm	166*
4.51	0.00	10mm	12P	27.5mm	166*
4.52	0.00	10mm	12P	28.0mm	166*
4.53	0.00	10mm	12P	28.5mm	166*
4.54	0.00	10mm	12P	29.0mm	166*
4.55	0.00	10mm	12P	29.5mm	166*
4.56	0.00	10mm	12P	30.0mm	166*
4.57	0.00	10mm	12P	30.5mm	166*
4.58	0.00	10mm	12P	31.0mm	166*
4.59	0.00	10mm	12P	31.5mm	166*
4.60	0.00	10mm	12P	32.0mm	166*
4.61	0.00	10mm	12P	32.5mm	166*
4.62	0.00	10mm	12P	33.0mm	166*
4.63	0.00	10mm	12P	33.5mm	166*
4.64	0.00	10mm	12P	34.0mm	166*
4.65	0.00	10mm	12P	34.5mm	166*
4.66	0.00	10mm	12P	35.0mm	166*
4.67	0.00	10mm	12P	35.5mm	166*
4.68	0.00	10mm	12P	36.0mm	166*
4.69	0.00	10mm	12P	36.5mm	166*
4.70	0.00	10mm	12P	37.0mm	166*
4.71	0.00	10mm	12P	37.5mm	166*
4.72	0.00	10mm	12P	38.0mm	166*
4.73	0.00	10mm	12P	38.5mm	166*
4.74	0.00	10mm	12P	39.0mm	166*
4.75	0.00	10mm	12P	39.5mm	166*
4.76	0.00	10mm	12P	40.0mm	166*
4.77	0.00	10mm	12P	40.5mm	166*
4.78	0.00	10mm	12P	41.0mm	166*
4.79	0.00	10mm	12P	41.5mm	166*
4.80	0.00	10mm	12P	42.0mm	166*
4.81	0.00	10mm	12P	42.5mm	166*
4.82	0.00	10mm	12P	43.0mm	166*
4.83	0.00	10mm	12P	43.5mm	166*
4.84	0.00	10mm	12P	44.0mm	166*
4.85	0.00	10mm	12P	44.5mm	166*
4.86	0.00	10mm	12P	45.0mm	166*
4.87	0.00	10mm	12P	45.5mm	166*
4.88	0.00	10mm	12P	46.0mm	166*
4.89	0.00	10mm	12P	46.5mm	166*
4.90	0.00	10mm	12P	47.0mm	166*
4.91	0.00	10mm	12P	47.5mm	166*
4.92	0.00	10mm	12P	48.0mm	166*
4.93	0.00	10mm	12P	48.5mm	166*
4.94	0.00	10mm	12P	49.0mm	166*
4.95	0.00	10mm	12P	49.5mm	166*
4.96	0.00	10mm	12P	50.0mm	166*
4.97	0.00	10mm	12P	50.5mm	166*
4.98	0.00	10mm	12P	51.0mm	166*
4.99	0.00	10mm	12P	51.5mm	166*
4.100	0.00	10mm	12P	52.0mm	166*

Note capacity: Paper x30 sheets (80gsm / 200s)
PVC x4 sheets (200x4) (100s)

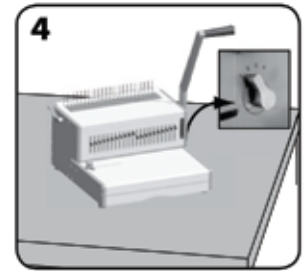
Select the correct comb diameter using the document measure.



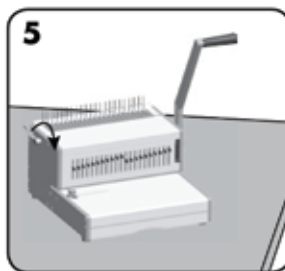
Select the correct punch profile for the sheet size. Select releasable dies as appropriate.



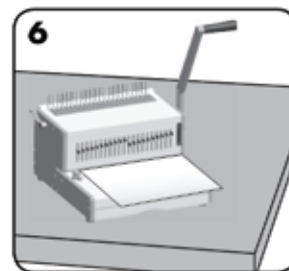
To cancel a punch, pull the pin forward. Test punch a sheet.



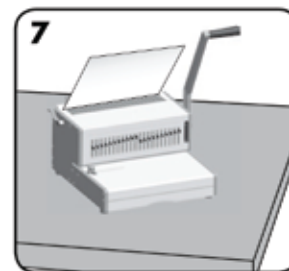
Select the correct back margin depth for the number of sheets.



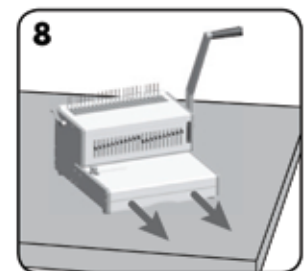
Insert the plastic comb into the opening mechanism. Pull comb-opening lever forward to open the comb.



Test punch scrap sheets to check edge guide setting.

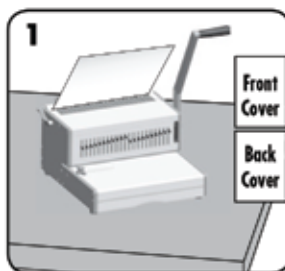


Load punched sheets directly onto the open comb.

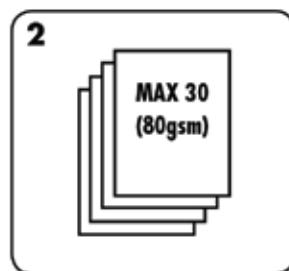


Empty waste tray regularly - ideally after each use.

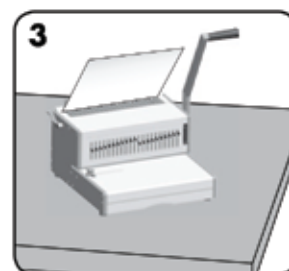
BINDING A DOCUMENT



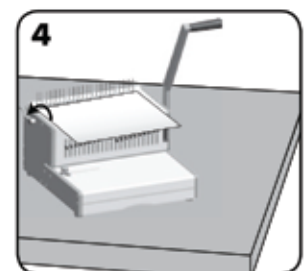
Punch front and back covers first.



Punch sheets in small batches that do not overload the machine or the user.



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



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

CORRECTING A BOUND DOCUMENT

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

REMOVAL OF WASTE CLIPPINGS

The tray should be emptied after every 50 operations to ensure no blockages occur.

TROUBLESHOOTING

Problem	Cause	Solution
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 current dies are selected to punch holes. To select a die, push selector switch down at the front
Damaged hole edges	Possibly overloading the machine	Punch plastic covers with paper sheets. Reduce number of sheets being punched