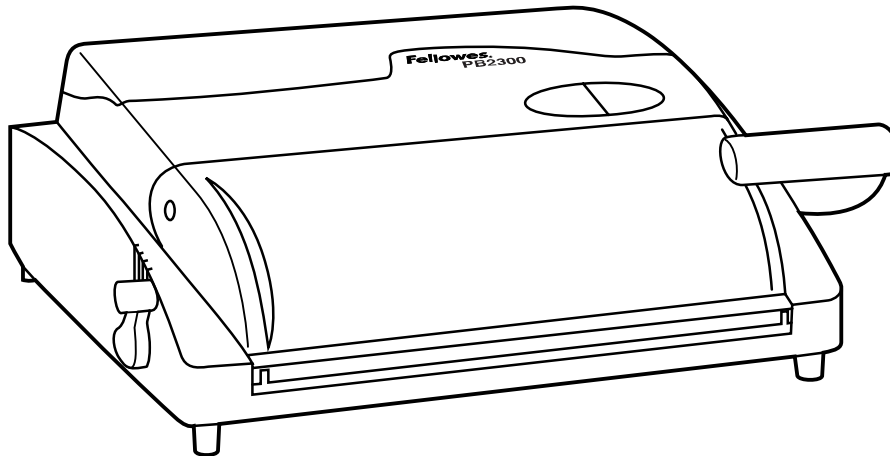


**Fellowes®**



**Operating Instructions**

**A**

**Mode d'emploi**

**B**

**Modo de empleo**

**C**

Model/Modèle/Modelo:

PB 2300

PB 2500

## Equipment Parts

1. Punching Handle (PB 2300)
2. Punching Switch (PB 2500)
3. Punching Area
4. Adjustable Margin Guide
5. On/Off Switch (PB 2500)
6. Sheet Supporter \ Machine Cover
7. Comb Guide Selector
8. Machine Cover
9. Binding Lever
10. Binding Rakes
11. Paper Clippings Tray

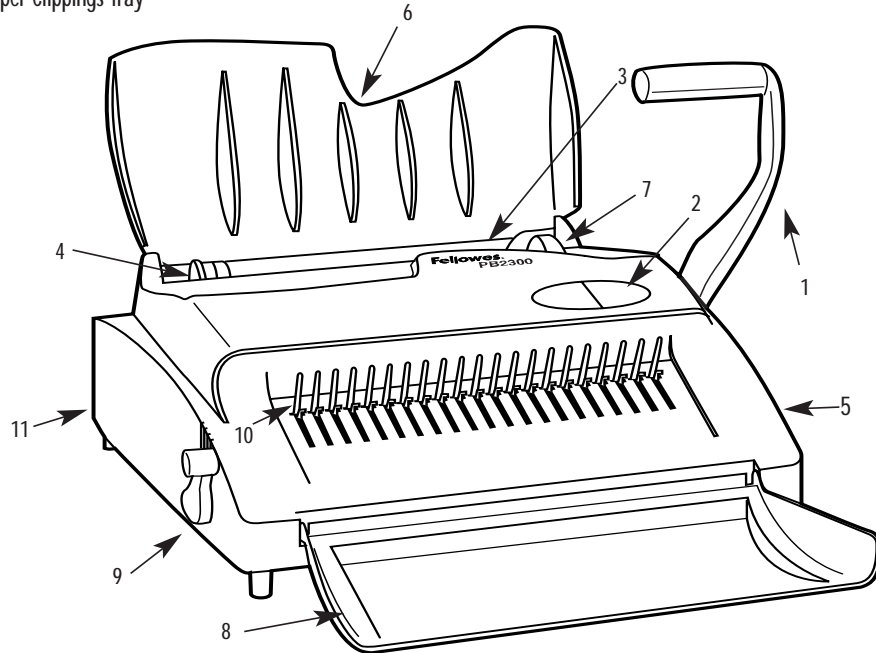
## Assembly

### Assembly (PB 2300, only)

1. Attach the punching handle to the right side of the machine by first aligning handle with square shaft on machine. Press firmly.

*NOTE: To operate correctly, the punching handle should be positioned as illustrated below.*

Once handle is fully attached, secure by inserting the screw supplied.



**A**

## Using the Binding Machine

A unique feature of Fellowes PB 2300 \ 2500 models allows simultaneous punching and binding for larger projects. Simply punch sheets and add to binding comb instantly. Prevents handling document contents twice and saves time.

**B**

**C**

### 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 best results, always first use several "practice sheets" to set up margin guide.

## Punching Holes

### PB 2300

1. When inserting paper into punching area, be sure all sheets are flush with margin guide.  
*NOTE: a maximum 25 sheets can be punched at a time*
2. Lower the handle to punch holes in paper.
3. Return punching handle to its original starting position and remove sheets.
4. Repeat until all sheets and covers have been punched.

### PB 2500

1. Turn machine on by depressing on/off switch.
2. Insert paper into punching area, making sure all sheets are flush with margin guide.  
*NOTE: a maximum 12 sheets can be punched at a time*
3. Depress punching switch and release.
4. Remove sheets from punching area.
5. Repeat until all sheets and covers have been punched.

## Determining Comb Size

Determining the appropriate comb size just got easier with Fellowes' handy, built-in comb selector guide. Or, if you happen to know the number of sheets being bound, simply use the chart below.

1. To select the optimum comb for binding, insert complete document behind the adjustable comb guide selector located near the punching area.  
*NOTE: Entire document, including covers, should fit snug against comb guide selector to determine true comb size.*
2. Read the corresponding comb size located left of the comb guide selector.
3. Remove document from comb guide selector.

<u>No. of Sheets</u>	<u>Comb Size</u>
Up to 20	1¼" (6mm)
21-40	5/16" (8mm)
41-55	3/8" (9.5mm)
56-90	1/2" (12.5mm)
91-120	5/8" (15.5mm)
121-150	3/4" (20mm)
151-200	1" (25mm)
201-290	1-1/2" (38mm)
Up to 425	2" (51mm)

## Binding the Document

1. Before binding, be sure the binding lever is in a closed position.
2. Insert the plastic comb behind the binding rakes. Be sure the open side of the plastic comb's teeth are facing upward.
3. To open comb, pull binding lever back toward self.  
*NOTE: the maximum a comb can be opened will vary by the diameter of the comb.*
4. Insert the punched sheets onto the open comb.  
*NOTE: for a correctly bound document, the first page of your document should be the first page placed onto the comb.*
5. Close comb by returning the binding lever to its original starting position.
6. Remove bound document by lifting upward.



## Adding \ Removing Pages from Bound Document

Adding and removing pages from your bound document is easy with Plastic Comb Binding. To do so:

1. Follow steps 1 - 3 as outlined in Binding the Document, above.
2. Add \ Remove selected pages.
3. Close comb by returning the binding lever to its original starting position.
4. Remove bound document by lifting upward.

## Emptying Paper Clippings

To empty, remove paper clippings tray located on backside of machine. The convenient handle makes grasping and removal easy. To prevent potential clogging and jamming of unit, be sure to empty clippings frequently.



## Specifications

	PB 2300	PB 2500
Maximum binding length	11-3/4" (298mm)	11-3/4" (298mm)
Maximum binding capacity	425 sheets	425 sheets
Maximum binding diameter	2" (51mm)	2" (51mm)
Maximum punching capacity (at a time)	25 sheets	12 sheets
Dimensions (H x W x D)	7 <sup>1</sup> / <sub>8</sub> " x 19 <sup>3</sup> / <sub>4</sub> " x 19 <sup>3</sup> / <sub>4</sub> " (181 x 502 x 502mm)	7 <sup>1</sup> / <sub>8</sub> " x 18 <sup>1</sup> / <sub>2</sub> " x 17 <sup>3</sup> / <sub>8</sub> " (181 x 470 x 441mm)
Weight	28.4 lbs. (12.9 kg)	33.2 lbs. (15.1 kg)
Warranty	1 year	1 year

## Limited Warranty

Fellowes Manufacturing Company warrants all 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

**A**

**B**

**C**

**Contact For Service  
Vos Contacts Fellowes  
Sus Contactos Fellowes**

United States	1-800-955-0959
Australia	(In Melbourne) (03) 9330-3211 (Outside Melbourne) 1-800-331-177
Canada	1-800-665-4339
United Kingdom	01302-885 331
Japan	+81-3-5496-2401
Benelux	+31-(0)347-377988
Italia	+39-071730041
Deutschland	+49-5131-49770
France	+33-(0)4-72-08-25-45

**Fellowes.** 1789 Norwood Avenue, Itasca, Illinois 60143-1095 630-893-1600 Customer Service 1-800-945-4545 <http://www.fellowes.com>

<b>Australia</b> Tullamarine, Vic	<b>Benelux</b> Vianen, NL	<b>Canada</b> Markham, Ont.	<b>France</b> Rennes, I-V	<b>Germany</b> Garbsen, Han.	<b>Italy</b> Camerano, AN	<b>Japan</b> Tokyo	<b>Poland</b> Warsaw	<b>United Kingdom</b> Doncaster, S. Yorks.
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