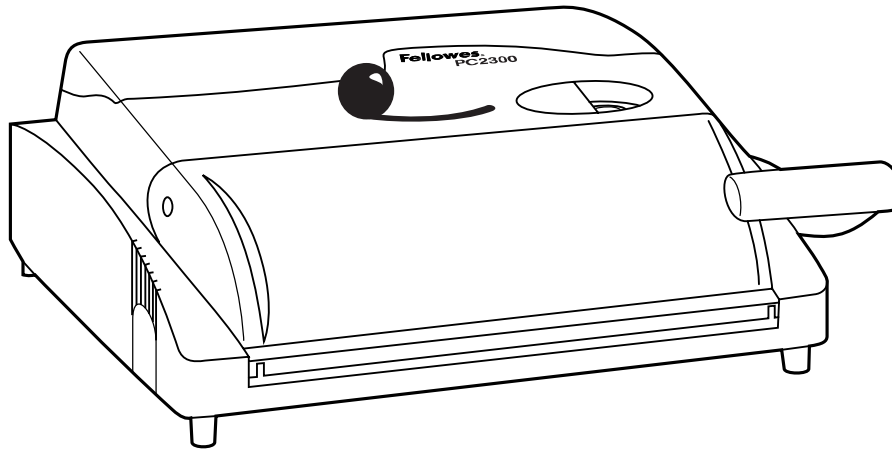


Fellowes®



Operating Instructions

A

Mode d'emploi

B

Modo de empleo

C

Model/Modèle/Modelo:

PC 2300

PC 2500

Equipment Parts

1. Punching Handle (PC 2300)
2. Punching Switch (PC 2500)
3. Punching Area
4. Adjustable Margin Guide
5. On/Off Switch
6. Sheet Supporter / Machine Cover
7. Coil Guide Selector
8. Machine Cover
9. Binding Wheel Power Switch
10. Electric Binding Wheel
11. Document Supporter
12. Crimping Claws
13. Crimping Lever
14. Paper Clippings Tray

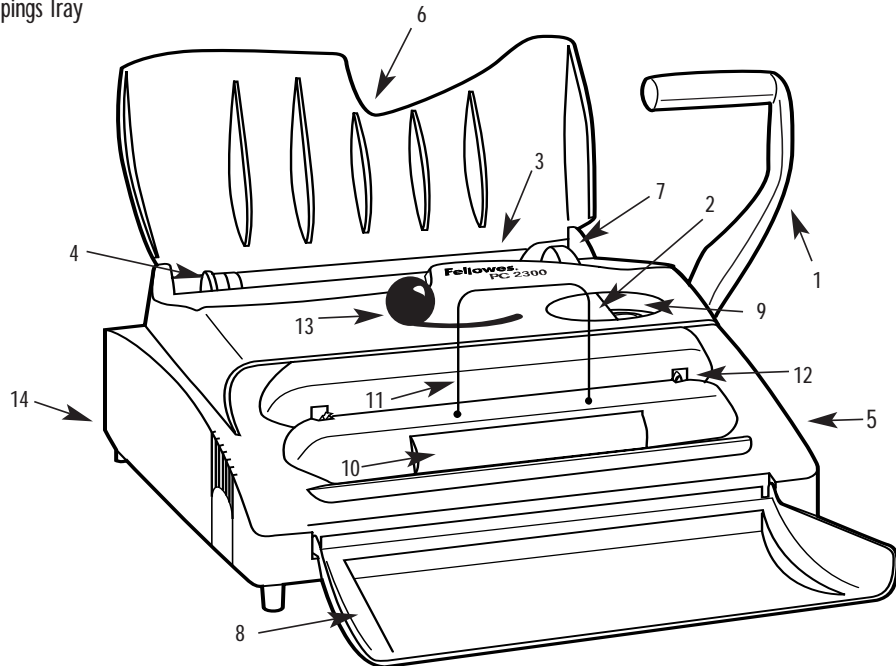
Assembly

Assembly (PC 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

B

C

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

Punching Holes: (PC 2300)

1. First, align the adjustable margin guide on the left-most side of the punching area to correspond to appropriate paper size. Once margin guide has been set to correspond to appropriate paper size, insert paper into punching area. Be sure all sheets are flush with margin guide.

NOTE: a maximum 20 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.

Punching Holes: (PC 2500)

1. First, align the adjustable margin guide on the left-most side of the punching area to correspond to appropriate paper size. Once margin guide has been set to correspond to appropriate paper size, insert paper into punching area. Be sure all sheets are flush with margin guide.

NOTE: a maximum 12 sheets can be punched at a time

2. Turn machine on by depressing On/Off switch.
3. Depress punching switch and release.
4. Remove sheets from punching area.
5. Repeat until all sheets and covers have been punched.


Determining Coil Size

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

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


<u>No. of Sheets</u>	<u>Coil Size</u>
35	6mm
45	7mm
60	8mm
80	10mm
100	12mm
110	13mm
120	14mm

Binding the Document

1. Align holes in paper and cover. Place document on flat surface. Starting at the first hole on either end, twist binding coil until securing first 2-3 holes.
2. Turn on electric binding wheel by depressing power switch.
3. Hold document next to binding wheel so that the first 2-3 holes already secured gently touch the wheel.
NOTE: The natural shape of the binding coil will automatically feed from one hole to the next.
4. Remove document from binding wheel when coil has passed through every hole. Your document is now bound.
5. Turn off electric binding wheel by depressing power switch.

Securing Your Bound Document

Securing the document is an important final step in the process. To do so:

1. Insert document behind document supporter so that the binding coil is positioned on the bottom. Each end of the coil should be positioned inside the claws of the crimping area.
NOTE: Make certain claws are in an "open" position. This is accomplished when the crimping lever is positioned farthest to the right.)
2. Move crimping lever all the way to left. Note claws will grab, cut and crimp the document.
3. Release document by returning crimping lever to rightmost position.
4. Remove document from crimping area. Your document is now secure.

Adding \ Removing Pages from Bound Document

A unique feature of a Plastic Coil bound document is the ease with which pages can be added \ removed. To do so:

1. Unlock secured document by "un-crimping" one end of coil with fingers.
2. Remove coil from document by twisting coil.
3. Add \ Remove selected pages.
4. Re-assemble document.

A

B

C

Emptying Paper Clippings

To empty, remove waste 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

	PC 2300	PC 2500
Maximum binding length	11" (279mm)	11" (279mm)
Maximum binding capacity	130 sheets	130 sheets
Maximum binding diameter	17mm	17mm
Maximum punching capacity (at a time)	20 sheets	12 sheets
Number of holes punched	43 (4:1 pitch)	43 (4:1 pitch)
Dimensions (H x W x D)	7 ¹ / ₈ " x 18 ¹ / ₂ " x 19 ³ / ₄ " (181 x 470 x 502mm)	7 ¹ / ₈ " x 17 ³ / ₈ " x 17 ³ / ₈ " (181 x 441 x 441mm)
Weight	31.9 lbs. (14.5 kg)	36.7 lbs. (16.7 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>

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