



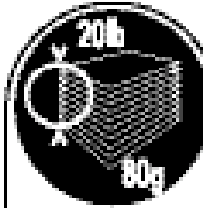
Fellowes

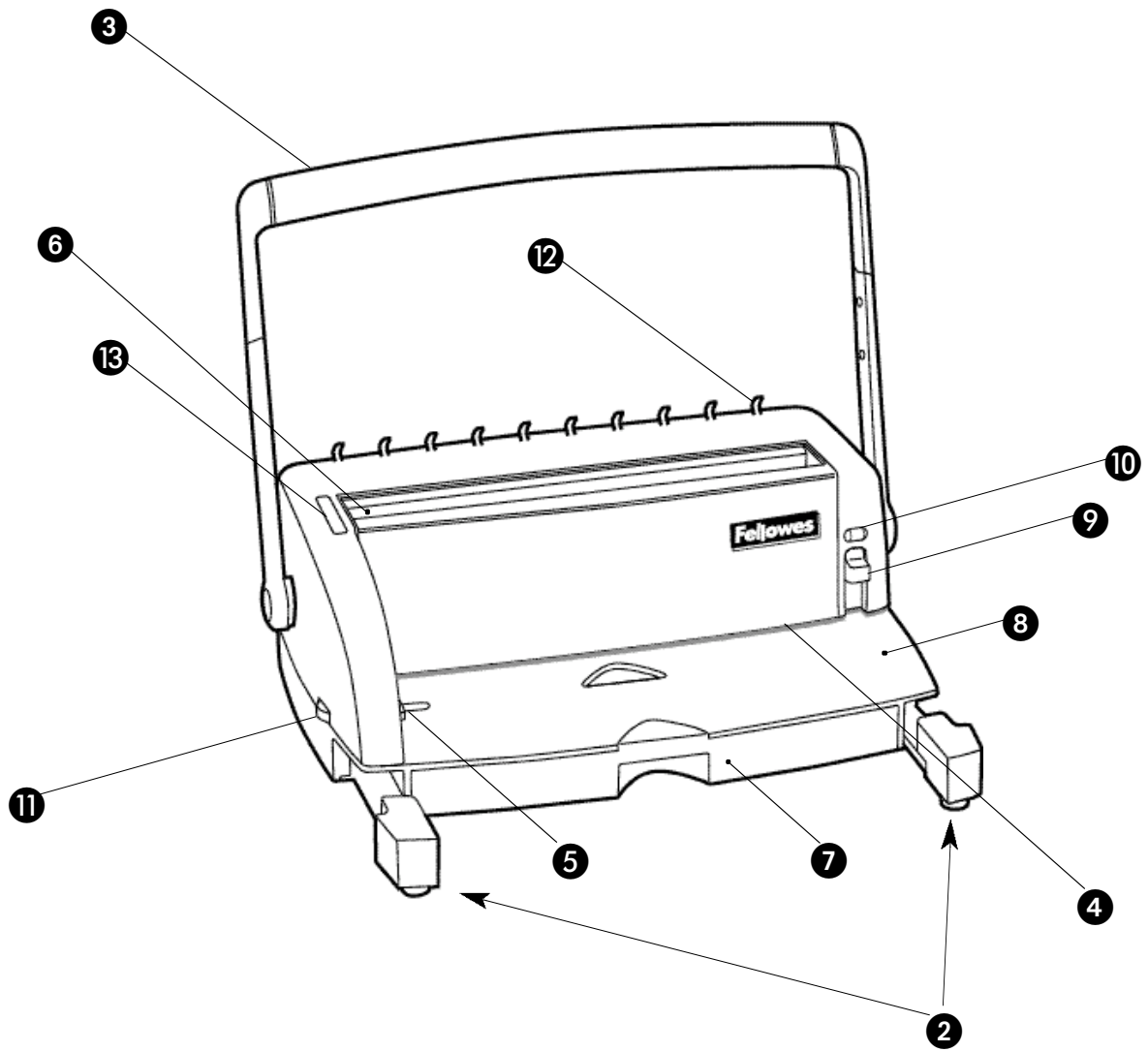
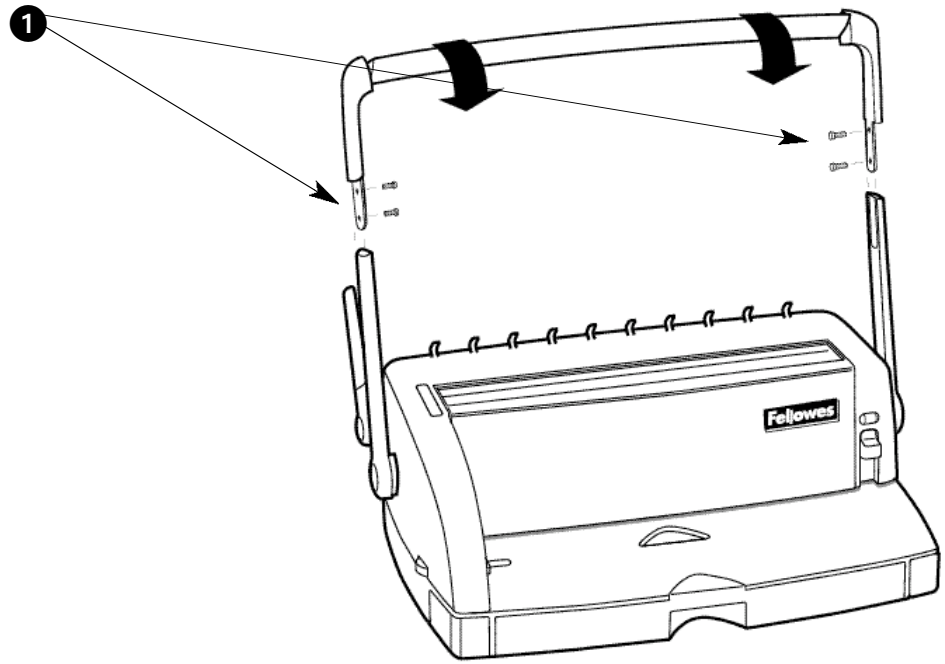


ENGLISH

FRANÇAIS

ESPAÑOL

		
6	1/4"	1-35
8	5/16"	36-50
10	3/8"	51-80
12	1/2"	81-100
14	9/16"	101-120



Fellowes

Dear Customer,

Thank you for buying a Fellowes wire binding machine. This product represents a new generation of binding machines, a line of products offering you not only greater operating capacity than before, but many new ergonomic and other user-friendly features as well. We know of no other machine in this product category today that gives you more value for your money.

To ensure your binding machine enjoys a long, productive life, I hope you take the time to read the few pages of this manual. If you have any questions or wish to comment on this product, we welcome your call, email or letter.

Sincerely,

*James Fellowes
Chairman & CEO*

Contents

Product Profile	3
Safety Instructions	3
Set-up	4
Operation	4
Maintenance	6
Troubleshooting	6
Customer Service	7
Limited Warranty	7

Product Profile

The WB 150 is a **medium-duty** wire binding machine designed for those who bind documents frequently at home or at the office. With its powerful steel lever and ergonomic design, the WB 150 can help you create professional-looking documents of up to 120 pages. To add convenience, we have also built in a magnified wire size viewer, a waste drawer window and surface-printed guides for easy reference.



The WB 150 has the following capacities:

OVERVIEW	WB 150
Punching capacity	
- Document pages*	15
- Transparent covers	
- 100-200 microns/4-8 mils	3
- 200+ microns/8+ mils	1
- Other standard covers	
- 160-270 gram/40-60 lbs	4
- 270+ gram/60+ lbs	2
Binding capacity	
- Wire size	
- Millimeters	14
- Inches	9/16
- Document pages*	120

*Standard office paper (20 lbs/80g)

For best results, always stay within these punching limits. While more sheets may fit in the machine, it is likely to cause a jam and, over time, shorten its useful life. If the machine jams frequently even at or below capacity, it could be due to high humidity or heavier than standard paper. Putting in a little less should help.

Safety Instructions

To avoid injury:

- **Keep children and pets away** from machine
- **Keep hands away from machine top opening** while punching documents.

Also important for safety is to:

- Always remove staples and other metal from sheets before punching
- Make sure bar is lowered and out of way when not in use, and
- Never attempt to open or otherwise repair your machine.

Set-up

Before you can operate the machine, you need to assemble the punching bar. Using the illustration on the inside of the manual cover as a reference ❶, attach the cushioned hand grip first to one arm of the machine and then to the other. (We have included a screwdriver and screws for this purpose.)

Operation

Before binding the first document on the machine, punch a few sheets of scrap paper to remove any factory-applied **grease** that might still be on the cutting dies. Using the illustration on the inside of the manual cover as a reference, do this by following the standard **punching procedure**:

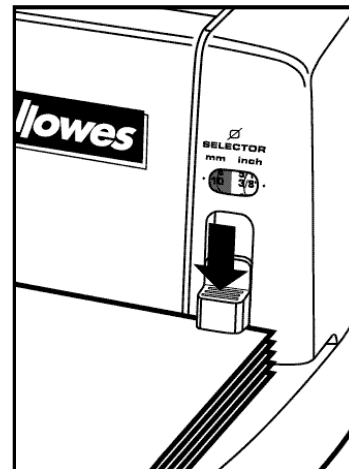
- Pull out support arms ❷ to add stability
- Raise bar ❸ as far as you can
- Slide stacked sheets into punch entry ❹ as far as they will go
- Even them up against the edge guide ❺
- Press bar down firmly as far as it will go, then
- Raise it back and remove sheets.

To take full advantage of the machine's ergonomic design, punch documents while standing in front of the machine and with both hands on the rotating grip of the bar. This will also ensure that your hands stay clear of the wire press entry ❻ at the top of the machine, which closes each time you lower the bar.

Repeat the punching procedure a few times on fresh parts of the paper until the edges of the holes are clean. The machine is now **ready for use**.

Before beginning to bind, you need to :

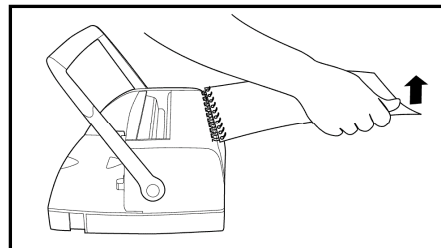
- **Determine wire size.** If you are using standard paper, you can use the guide printed inside the waste drawer ❷ to determine what size wire you should use. If you need or want a more precise measurement, lay the stacked document, including covers, on the machine plate ❸ and lower the cursor ❹ onto it. Looking through the viewer ❺, you will see the size you need. If the document falls between two sizes, it's always better to choose the larger one. If you already have the wire, but are not sure what size it is, use the diagram printed inside the waste drawer to find out what it is. Keep the size in mind because it will determine how far to lower the bar when pressing the wire later in the process.



- **Adjust centering of document, if necessary.** Your machine is factory-set to punch holes in the document size(s) most common to your geographic region, but if your sheets are somewhat larger or smaller, you may need to adjust the centering. Put in a sheet of scrap paper of the same size and punch it, following the standard punching procedure. If the row of holes is not centered along the document edge, turn the document wheel ⑪ a little in one direction or the other to move the edge guide to a better position and retest. (Note: Although a range of document sizes is marked on your machine, yours will punch only the size(s) of your particular region.)

Now you are ready to start binding:

- **Attach wire** by its larger loops to the hooks ⑫ near the back of the machine, making sure the opening is facing up.
- **Punch and insert covers.** Following the standard punching procedure, punch both back and front covers. First insert the back cover face up onto the smaller loops of the wire, then the front cover face down, allowing both to hang down behind the machine. (The back cover comes first so that the wire opening will be hidden.)
- **Punch and insert sheets** in batches of no more than 15 pages, your machine's punching capacity, using the same procedure and insert them face down into the wire. Repeat punching and inserting, as necessary, until all pages are in the wire and hanging from the back of the machine. Return the bar to a horizontal position to give yourself full access to the document.
- **Remove document from hooks.** To do this, take hold of the complete document, one hand on each side, and lift it on its axis to a horizontal position but not farther. (Raising it beyond this will lead the document back out of the small loops.) In this position, draw the document firmly toward you, which will disengage the wire from the hooks.
- **Press wire.** Raise the bar to open the wire press entry. Guide the document, wire edge first, into the entry until it makes contact with the plate at the bottom. Holding the document upright with one hand, lower the bar with gentle, steady pressure until the arrow printed on the top left side of the machine matches with your wire size in the window ⑬.
- **Raise the bar** and remove the bound document from the entry. If the wire did not close completely, put the document back in and try lowering the bar a little further.



If your machine should **jam** during punching, don't tear out the paper in an effort to clear it. This will clog the cutting area and most likely necessitate a repair. Instead, raise the bar back up and lower it with as much strength as you can, repeating this until you have cut through all of the sheets.

Maintenance

Strictly speaking, there is no maintenance required for your machine except occasionally wiping it off with a soft cloth dampened with plain water. You can, however, help extend its life if you empty the waste drawer regularly to prevent cuttings from interfering with the dies. The window 13 above the drawer enables you to easily keep an eye on its contents.

Troubleshooting

If you experience a problem with your machine, you may be able to solve it quickly yourself :

- **Stuck bar** - Your machine is most likely jammed. Follow the jam-clearing procedure at the end of **Operation**.
- **Partial last hole** - Your sheets are not properly aligned. Adjust the centering of your document, as described under **Operation**.
- **Crooked punch hole line** - The document was not put evenly into the punch entry, or cuttings have become stuck below the dies. To release cuttings into the waste drawer, slide a ruler or cardboard into the entry and move it back and forth a few times.
- **Damaged hole edges** - You may be punching too many sheets at one time. Try reducing the number of sheets per batch.
- **Loose pages** - The wire is probably not fully closed. Put it back into the wire press and lower the bar farther than before.
- **Difficult to turn pages** - The wire has been flattened by too much pressure. Unfortunately, you cannot salvage the document in this case. Next time make sure you lower the bar with gentle, continuous pressure and not beyond your document's wire size.

If these measures do not solve your problem, please contact us through one of the many channels listed under **Customer Service**. For your safety, please do not attempt to repair your machine.

Customer Service

We offer a **toll-free help line** for customers living in Australia, Canada, Mexico and the United States. If you live outside these regions or are otherwise unable to use the help line, please call the Fellowes location nearest you, send a letter or email, or contact your local dealer. Customer service phone numbers and other points of contact are listed on the back of this manual.

Limited Warranty

Fellowes, Inc. warrants all parts of the machine to be free of defects in material and workmanship for **1 year** from the date of purchase by the original consumer. If any part is found to be defective during the warranty 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 that vary from this warranty. The duration, terms and conditions of this warranty are valid worldwide, except where different limitations, restrictions or conditions may be imposed by local law.

For service under this warranty, please contact us (see back cover) or your dealer.

Help Line

Australia	+ 1-800-33-11-77
Canada	+ 1-800-665-4339
México	+ 1-800-234-1185
United States	+ 1-800-955-0959

Fellowes

Australia	+ 61-3-8336-9700
Benelux	+ 31-(0)-347-377988
Canada	+ 1-905-475-6320
Deutschland	+ 49-(0)-5131-49770
France	+ 33-(0)-1-30-06-86-80
Italia	+ 39-(0)-71-730041
Japan	+ 81-(0)-3-5496-2401
Korea	+ 82-(0)-2-3462-2884
Malaysia	+ 60-(0)-35122-1231
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