



Premium Wire Binder

Galaxy Wire



Please read these instructions before use.

Veuillez lire ces instructions avant utilisation.

Lea estas instrucciones antes del uso.

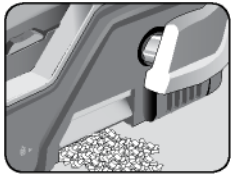
primaoffice ОФИСНОЕ, БАНКОВСКОЕ, КАССОВОЕ ОБОРУДОВАНИЕ

Уничтожители документов	Детекторы валют
Переплетные машины	Расходные материалы
Резаки для бумаги	Счетчики банкнот и монет
Ламинаторы	Напольные защитные коврики

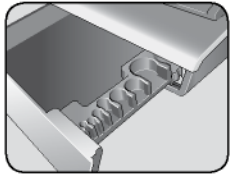
768-41-32 info@prima-office.ru
www.prima-office.ru

Документ предоставлен для ознакомления.
Любое иное использование незаконно.
Все права принадлежат легальным правообладателям.

ENGLISH



Dual waste tray



Wire comb storage and document measure

Document support (lid)

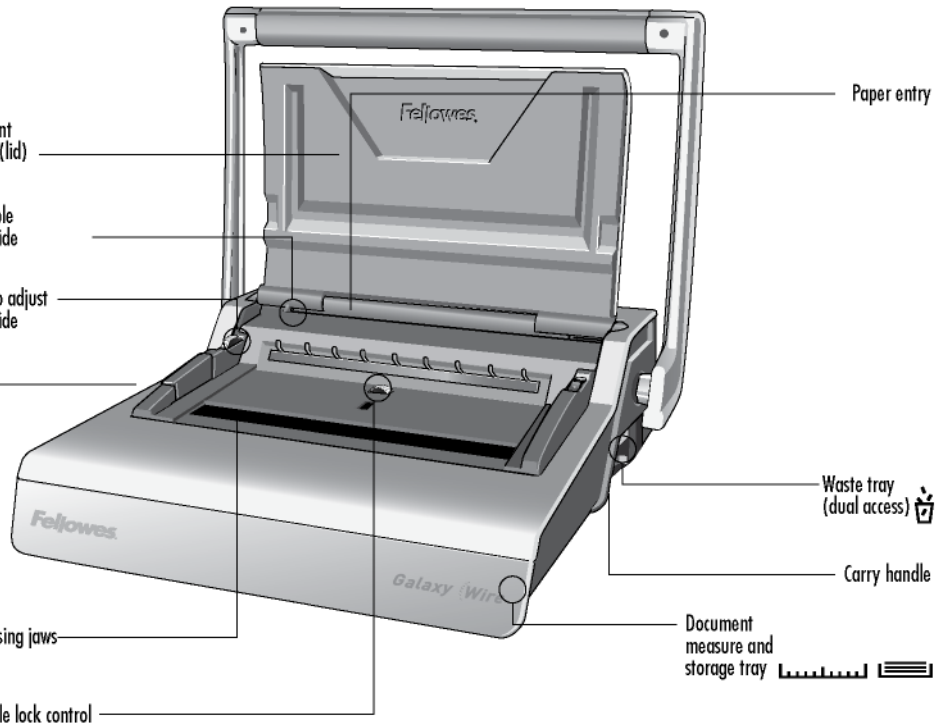
Adjustable edge guide

Wheel to adjust edge guide

Wire closing lever

Wire closing jaws

Selectable lock control



Paper entry

Waste tray (dual access)

Carry handle

Document measure and storage tray

CAPABILITIES

Punching Capacity

Paper sheets

70-80g / 20lb 20 sheet

Transparent Covers

100-200 micron / 4-8 mil 3 sheet

200+ micron / 8+ mil 2 sheet

Other Standard Covers

160-270g / 40-60lb 3 sheet

270+g / 60+ lb 2 sheet

Binding Capacity

Max wire comb size 14mm / 9/16"

Max document (80g / 20lb) c. 130 sheet

Technical Data

Paper dimensions	A4, A5
Punching slots	34
Fixed	2.5mm
Slot pitch	3:1"
Adjustable edge guide	yes- rotary
Waste tray capacity	c. 3000 sheets
Net weight	12 kg / 26 lb
Dimensions (LxDxH)	20.9" x 17.7" x 6.5" / 530 x 450 x 165mm

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

Need Help?


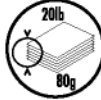
Customer Service...
www.fellowes.com
 Let our experts help you with a solution.
 Always call Fellowes before contacting your place of purchase.



When binding;

- take care, potential pinch point

WIRE COMB DIAMETER & DOCUMENT SIZES

		
mm	inch	number of sheets
6mm	1/4"	2-35
8mm	5/16"	36-50
10mm	3/8"	51-61
11mm	7/16"	61-80
12mm	1/2"	81-100
14mm	9/16"	100-130

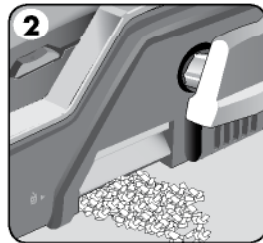
Need Help?

Customer Service... www.fellowes.com
 Let our experts help you with a solution.
 Always call Fellowes before contacting your
 place of purchase.

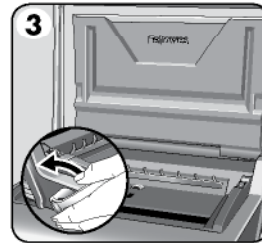
SET UP



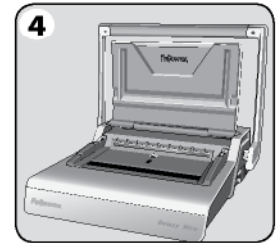
1. Ensure the machine is on a stable surface.



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. Lift the lid. Ensure the wire closing lever is pushed backwards.



4. Lift the punch handle to its upright position.

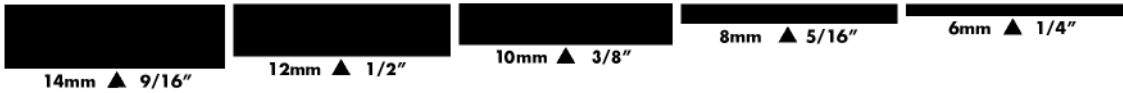
ENGLISH

BEFORE YOU BIND

Galaxy includes two methods of wire comb closure, for all sizes of wire comb diameters between 6 and 14mm.

1- Visual scale. – ideal for binding single documents.

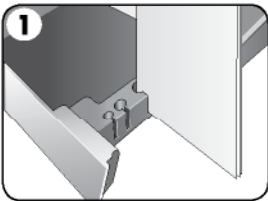
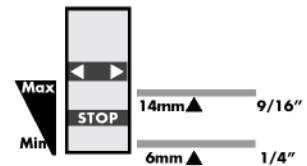
The moving closing jaw includes an easy to read scale



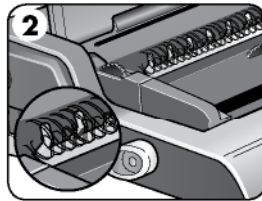
2- Selectable lock control. – ideal for multiple documents of the same sizes.

Set the red STOP bar to the preferred position. Turn the control wheel towards MAX or MIN positions as required.

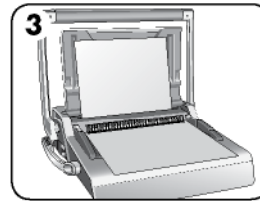
The red stop bar moves up and down within the central window.



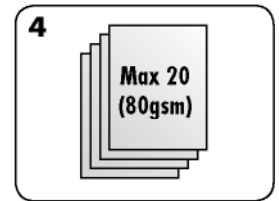
1. Select the correct wire comb diameter using the storage tray guide.



2. Hang the selected wire comb onto wire comb support.

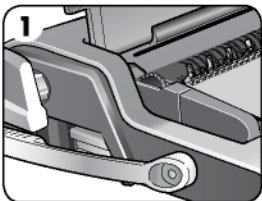


3. Test punch scrap sheets to check edge guide setting.

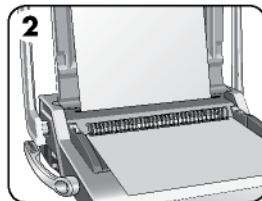


4. Punch sheets in small batches that do not overload the machine or user.

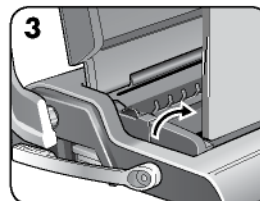
STEPS TO BIND – SINGLE DOCUMENT



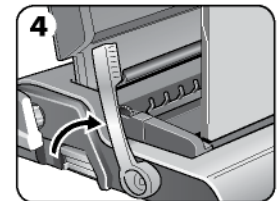
1. Starting with the rear cover. Load punched sheets directly onto the hanging open wire comb.



2. Punch and hang the front cover. Punch and hang the remaining sheets.

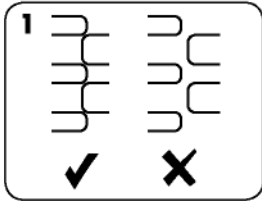


3. Lift the wire comb upwards off the hooks. Carefully place into the open wire closing jaws. Ensure the wire comb is open and touching the bottom of the mechanism.

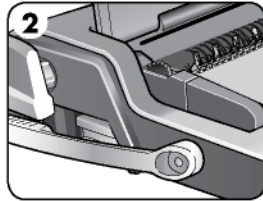


4. Lift the wire closing lever forwards. The closing scale guide is on the moving jaw. Close the jaws until the wire gauge shows the size of wire being closed.

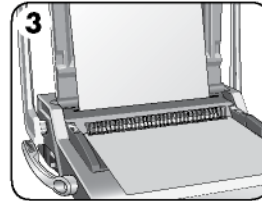
STEPS TO BIND – MULTIPLE DOCUMENTS



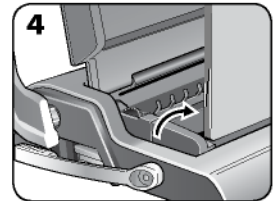
1. Test close selected wire comb. Set closure lock as required. Check wire seam closure is complete.



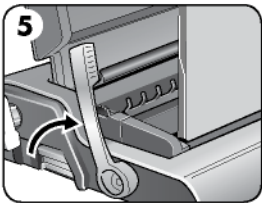
2. Starting with the rear cover. Load punched sheets directly onto the hanging open wire comb.



3. Punch and hang the front cover. Punch and hang the remaining sheets.

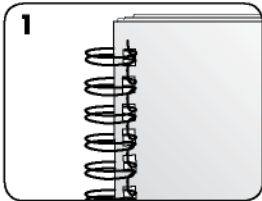


4. Lift the wire comb upwards off the hooks. Carefully place into the open wire closing jaws. Ensure the wire comb is open and touching the bottom of the mechanism.

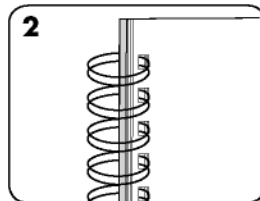


5. Lift the wire closing lever. The jaws will close at the pre-selected stop position.

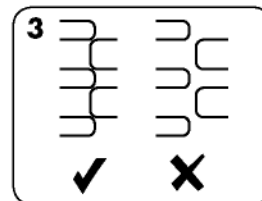
FINISHING THE BINDING



1. Check the closed seam. If the seam is not closed correctly, the document can be placed into the jaws and closed again.



2. To hide the seam, turn the rear cover backwards. The front cover is now visible. The seam is hidden inside the document.



3. Check wire seam closure is complete. Loose binding allows sheet loss. Good closure retains all sheets.

CORRECTING A BOUND DOCUMENT

Wire binding is a secure binding system. Additional sheets cannot be added unless the document is disassembled and then re-bound.

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. The Galaxy wire binder is designed to be stored horizontally on the desk.

TROUBLESHOOTING

Problem	Cause	Solution
Cannot close wire comb tightly enough	Closing jaws set at too large a diameter	Revise closure lock setting to suit smaller diameter as required
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
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 hole edges	Sheets not correctly aligned to punch pattern	Adjust edge guide and test punch scrap sheets until correct
Sheets fall out of document	Wire comb is not closed enough	Check closure of wire comb. Place into closing mechanism and improve binding closure. Revise closure lock setting to suit smaller diameter as required

WORLDWIDE WARRANTY

Fellowes warrants all parts of the binder to be free of defects in material and workmanship for 2 years from the date of purchase by the original consumer. If any part is found to be defective during 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 unauthorised repair. Any implied warranty, including that of merchantability or fitness for 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 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 required by local law. For more details or to obtain services under this warranty, please contact Fellowes or your dealer.



Useful Phone Numbers

Help Line

Australia	+1-800-33-11-77
Canada	+1-800-665-4339

Europe	00-800-1810-1810
Mexico	+1-800-234-1185
United States	+1-800-955-0959

Fellowes

Australia	+61-3-8336-9700
Benelux	+31-(0)-76-523-2090
Canada	+1-905-475-6320
Deutschland	+49-(0)-5131-49770
España	+34-91-748-05-01
France	+33-(0)-1-30-06-86-80
Italia	+39-071-730041

Japan	+81-(0)-3-5496-2401
Korea	+82-2-3462-2844
Malaysia	+60-(0)-35122-1231
Polska	+48-(0)-22-771-47-40
Singapore	+65-6221-3811
United Kingdom	+44-(0)-1302-836836
United States	+1-630-893-1600



1789 Norwood Avenue, Itasca, Illinois 60143-1095 • USA • 630-893-1600

fellowes.com

Australia	Canada	Deutschland	France	Japan	Polska	United Kingdom
Benelux	China	España	Italia	Korea	Singapore	United States