

**Fellowes**

WORK BETTER™

Small Office Comb Binder

**Star+ 150™**

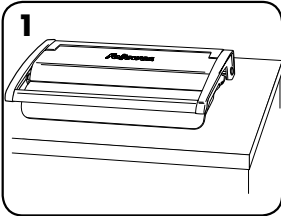


PLEASE READ THESE INSTRUCTIONS BEFORE USE.  
DO NOT DISCARD: KEEP FOR FUTURE REFERENCE.

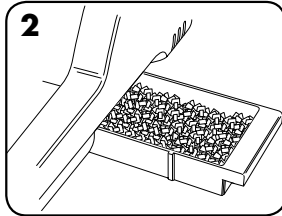
VEUILLEZ LIRE CES INSTRUCTIONS AVANT D'UTILISER L'APPAREIL.  
NE PAS JETER : CONSERVER AFIN DE CONSULTER LES DIRECTIVES ULTÉRIEUREMENT, EN CAS DE BESOIN.

LEA ESTAS INSTRUCCIONES ANTES DEL USO.  
NO LAS DESECHE: CONSÉRVELAS COMO REFERENCIA FUTURA.

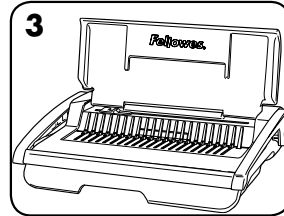
## SET UP



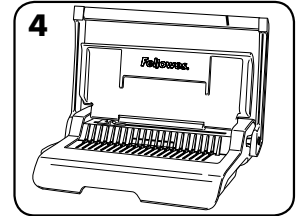
1. Ensure the machine is on a stable surface.



2. Check waste tray is empty and correctly fitted.

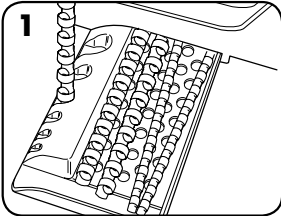


3. Lift the lid. Ensure the comb-opening lever is pushed backwards.

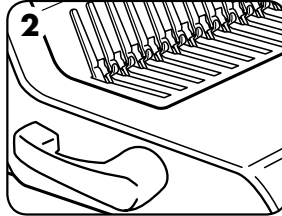


4. Lift the punch handle to its upright position.

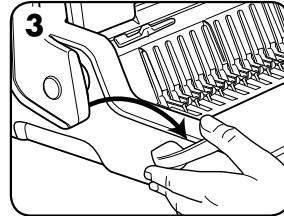
## BEFORE YOU BIND



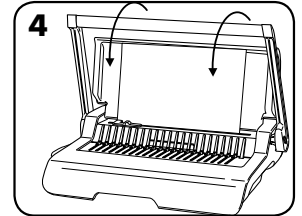
1. Select the correct comb diameter using the comb storage tray.



2. Insert the plastic comb into the mechanism.

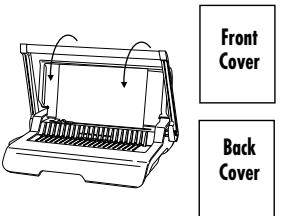


3. Pull comb-opening lever forward to open the comb.

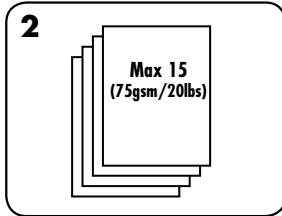


4. Test punch scrap sheets to check edge guide setting.

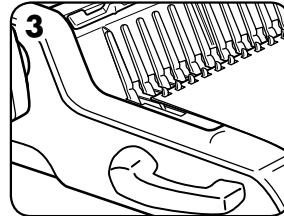
## STEPS TO BIND



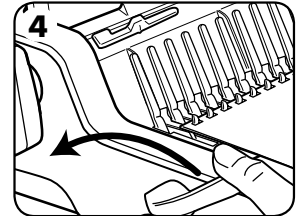
1. Ensure edge guide is set to the proper document size. Punch front and back covers first.



2. Punch sheets in small batches that do not overload the machine or the user. Adjust edge guide, if necessary.



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



4. 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 included or removed at any time by opening and then closing the comb as previously described.

## REMOVAL OF WASTE CLIPPINGS

The waste tray is located under the machine and is accessed from the right side. For best results empty the tray regularly.

## STORAGE

Lower the punch handle to the horizontal position. Lower the lid. The Star+ comb binder is designed to be stored horizontally or vertically. There are feet that enable them to stand upright.

## TROUBLESHOOTING

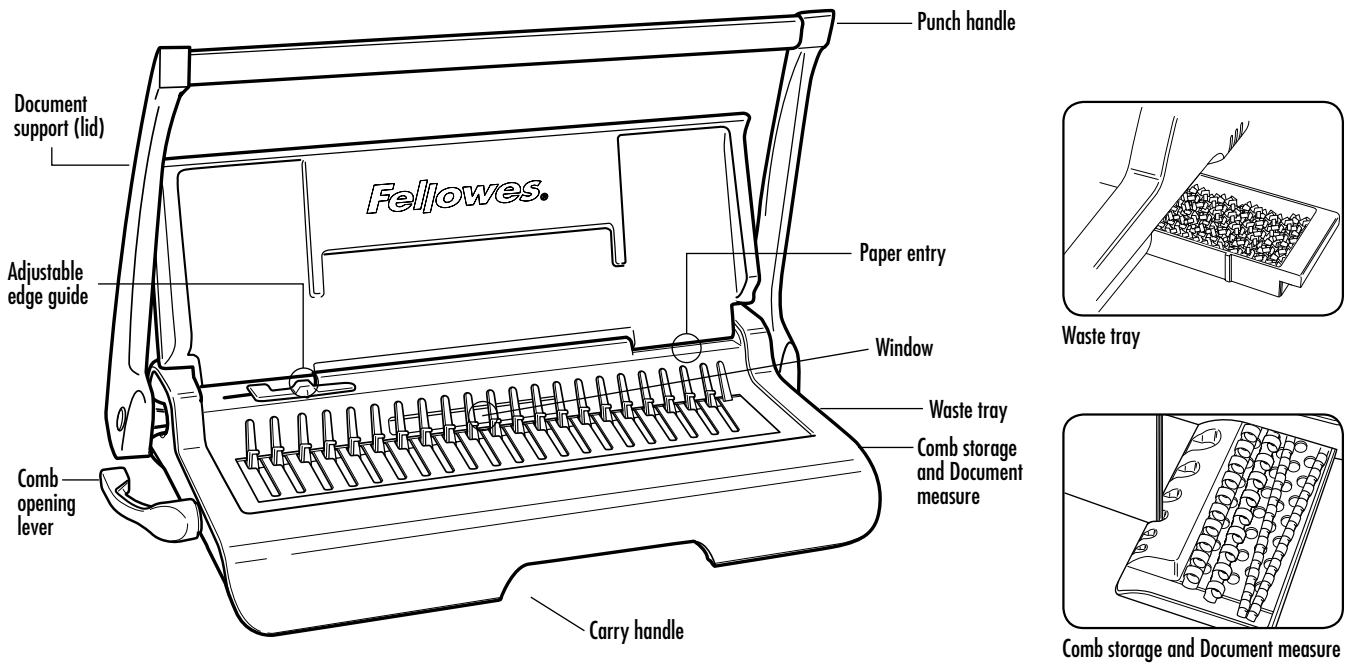
Problem	Cause	Solution
Punched holes are not central	Edge guide not set	Adjust edge guide until hole pattern is correct
Machine will not punch	Blockage	Check waste tray is empty. Check for blockage to paper entry.
Punch holes are not parallel to edge.	Debris is stuck below dies.	Take stiff cardboard 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
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.

## 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.

# ENGLISH



## CAPABILITIES

### Punching Capacity

Paper sheets	
75g / 20lb	15 sheets
Transparent covers	
100-200 micron / 4-8 mil	2 sheets
200+ micron / 8+ mil	2 sheets
Other standard covers	
160-270g / 40-60 lb	3 sheets
270+g / 60+ lb	2 sheets

### Binding Capacity

Max comb size	11/16" (80mm)
Max document (75g / 20lb)	150 sheets

### Technical Data

Paper dimensions	US letter
Punching slots	19
Slot pitch	14.28mm / 9/16"
Adjustable edge guide	yes
Waste tray capacity	600 sheets
Net weight	4.5 kg / 10lb
Dimensions (HxWxL)	80 x 450 x 250mm / 3.1" x 17.7" x 9.8"

## IMPORTANT SAFETY INSTRUCTIONS



### Read Before Using!

Please keep for future reference.

When punching;


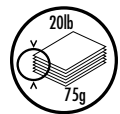
- always ensure the machine is on a stable surface
- test punch scrap sheets and set the machine before punching final documents
- remove staples and other metal articles prior to punching
- never exceed the machines quoted performance

### Need Help?

Customer Service....  
[www.fellowes.com](http://www.fellowes.com)  
 Let our experts help you  
 with a solution.  
 Always call Fellowes  
 before contacting  
 your place of purchase.

## COMB DIAMETER & DOCUMENT SIZES

### Comb diameter sizes

 		
mm	inch	number of pages
6mm	1/4"	2-20
8mm	5/16"	21-40
10mm	3/8"	41-55
12mm	1/2"	56-90
16mm	5/8"	91-120
18mm	1 1/16"	121-150