

# Fellowes Galaxy 500 Comb Binder

## Instruction Manual



Provided By

**MyBinding**.com®  
*When Image Matters.*



# Premium Comb Binder

## Galaxy 500

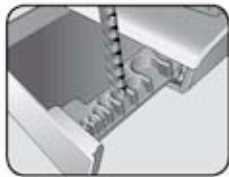


Please read these instructions before use.  
Veuillez lire ces instructions avant utilisation.  
Lea estas instrucciones antes del uso.

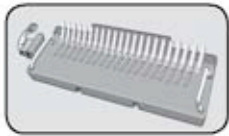
# ENGLISH



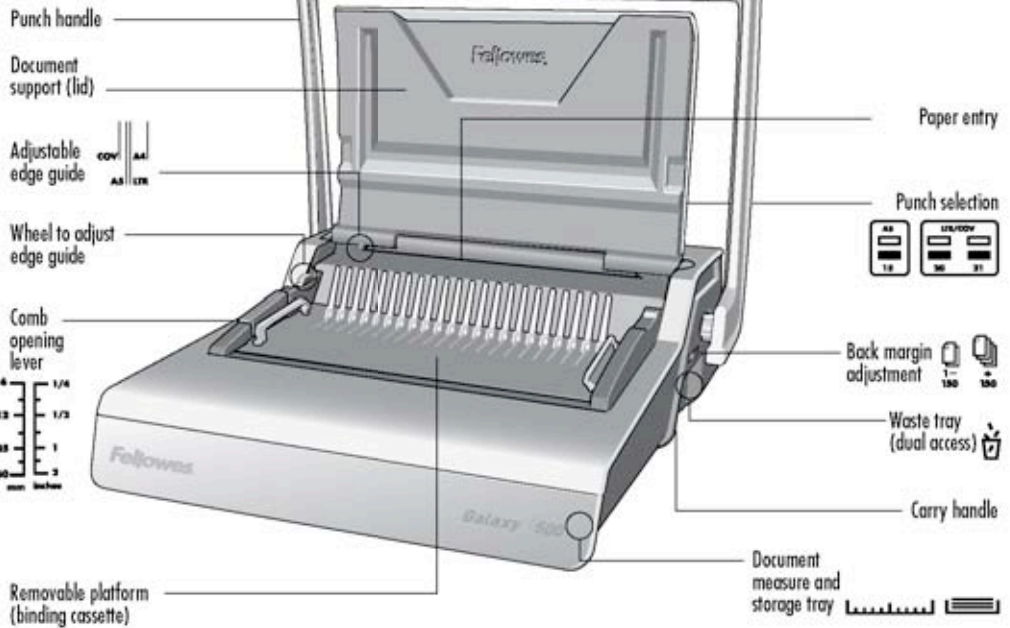
Punch select



Comb storage and Document measure



Removable platform (binding cassette)



## CAPABILITIES

### Punching Capacity

#### Paper sheets

70-80g / 20lb	25 sheet
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#### Transparent Covers

100-200 micron / 4-8 mil	4 sheet
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200+ micron / 8+ mil	3 sheet
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#### Other Standard Covers

160-270g / 40-60lb	4 sheet
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270+g / 60+ lb	3 sheet
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### Binding Capacity

Max comb size	2"/51mm
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Max document (80g / 20lb)	c. 500 sheet
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### Technical Data

Paper dimensions	A4, A5, US letter, US cover
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Punching slots	21
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Releasable dies	3 dies (15, 20, 21)
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Adjustable back margin	yes - 2 positions (min = .098", max = .179")
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Slot pitch	14.28mm / 9/16"
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Adjustable edge guide	yes- rotary
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Waste tray capacity	c. 3000 sheets
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Net weight	9.8 kg / 21.6 lb
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Dimensions (LxDxH)	530 x 450 x 165mm / 20.9" x 17.7" x 6.5"
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## 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

#### When binding;

- the removable binding platform can be used away from the punch unit
- always ensure the removable binding platform is on a stable surface





Keep the machine away from heat and water sources.

Never attempt to open or otherwise repair the machine.



## COMB DIAMETER & DOCUMENT SIZES

### Comb diameter sizes

			Set back margin
mm	inch	number of sheets	
6mm	1/4"	2-20	 <b>1 - 150</b>
8mm	5/16"	21-40	
10mm	3/8"	41-55	
12mm	1/2"	56-90	
16mm	5/8"	91-120	
18mm	11/16"	121-150	
22mm	7/8"	151-180	 <b>+ 150</b>
25mm	1"	181-200	
32mm	1 1/4"	201-240	
38mm	1 1/2"	241-340	
45mm	1 3/4"	341-410	
51mm	2"	411-500	

### 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.

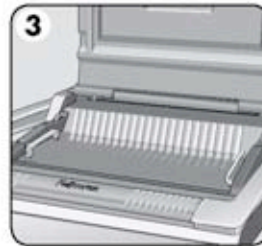
## SET UP



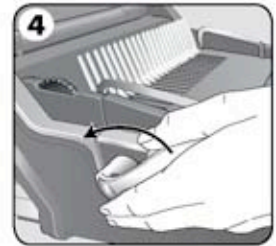
**1** Ensure the machine is on a stable surface.



**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'.



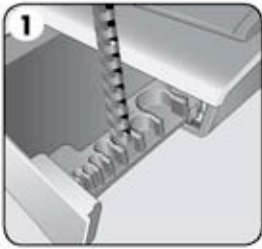
**3** Ensure the binding platform is located correctly in the machine



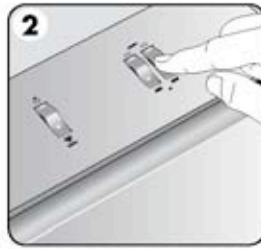
**4** Ensure the comb-opening lever is pushed backwards.

# ENGLISH

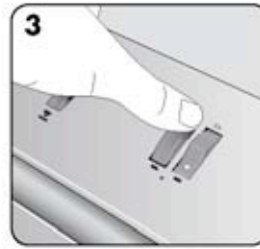
## STEPS TO BIND



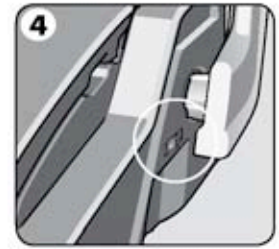
1. Select the correct comb diameter using the storage tray.



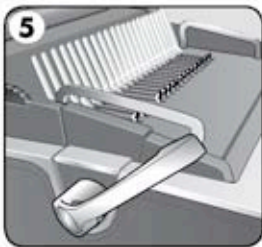
2. Select the correct punch profile for the sheet size. Select releasable dies as appropriate (holes 15, 20, 21).



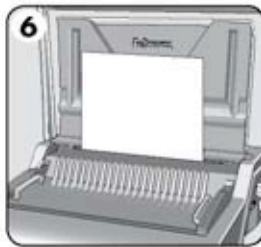
3. To cancel a punch, press the switch down at the back. Test punch a sheet.



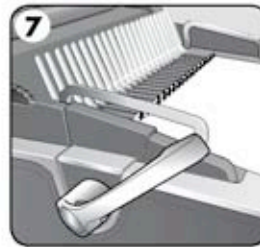
4. Select the correct back margin depth for number of sheets.



5. Insert the plastic comb into the opening mechanism. Pull comb-opening lever forward to open the comb.



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

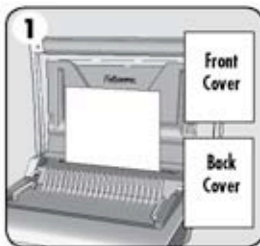


7. Load punched sheets directly onto the open comb.

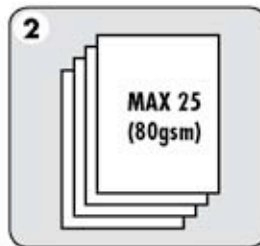


8. Empty waste tray regularly - ideally after each use.

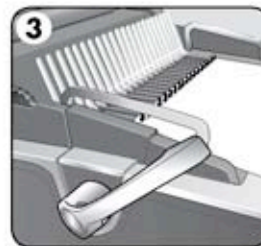
## DOCUMENT BINDING



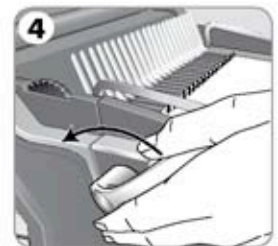
1. Punch front and back covers first.



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



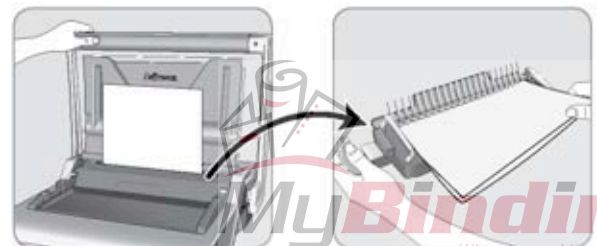
3. Load punched sheets directly onto the opened comb. Starting with the front of the document.



4. When all punched sheets are loaded onto the comb, push the comb lever backwards to close the comb and remove the bound document.

## REMOVABLE BINDING PLATFORM

Galaxy has a unique mobile binding platform. The platform can be lifted from the base and used on a stable surface to bind documents using the normal binding procedure and also allows different users to work together. When not in use, the platform should be stored safely in the punch machine.



## CORRECTING A BOUND DOCUMENT

Additional sheets may be included or removed at any time by opening and then dosing the comb as previously described.

## 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 and punch handle. The Galaxy comb binder is designed to be stored horizontally on the desk.

## 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 in 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
Missing holes	Selectable dies are not selected to punch	Check the correct dies are selected to punch holes. To select a die, push selector switch down at the front
Sheets will not turn on the bound document	Back margin is too large for a smaller comb	Select the smaller margin depth for combs up to 18mm (11/16") in diameter (2-150 sheets) Select the larger margin depth for combs larger than 18mm (11/16") in diameter (151-500 sheets)
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

## 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

México	+ 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	+ 82-2-3462-2884
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

