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Fellowes Star+ 150

Fellowes Star+ 150 Plastic Comb Binding Machine User Manual

INTRODUCTION

This manual provides detailed instructions for the safe and efficient operation of your Fellowes Star+ 150 Plastic Comb Binding Machine. Please read this manual thoroughly before using the machine to ensure proper function and to achieve optimal binding results. Keep this manual for future reference.

PRODUCT OVERVIEW

The Fellowes Star+ 150 is a plastic comb binding machine designed for moderate use in home or small office environments. It is capable of punching up to 12 sheets of paper at a time and binding documents with up to 150 sheets using plastic combs with a maximum diameter of 18mm.

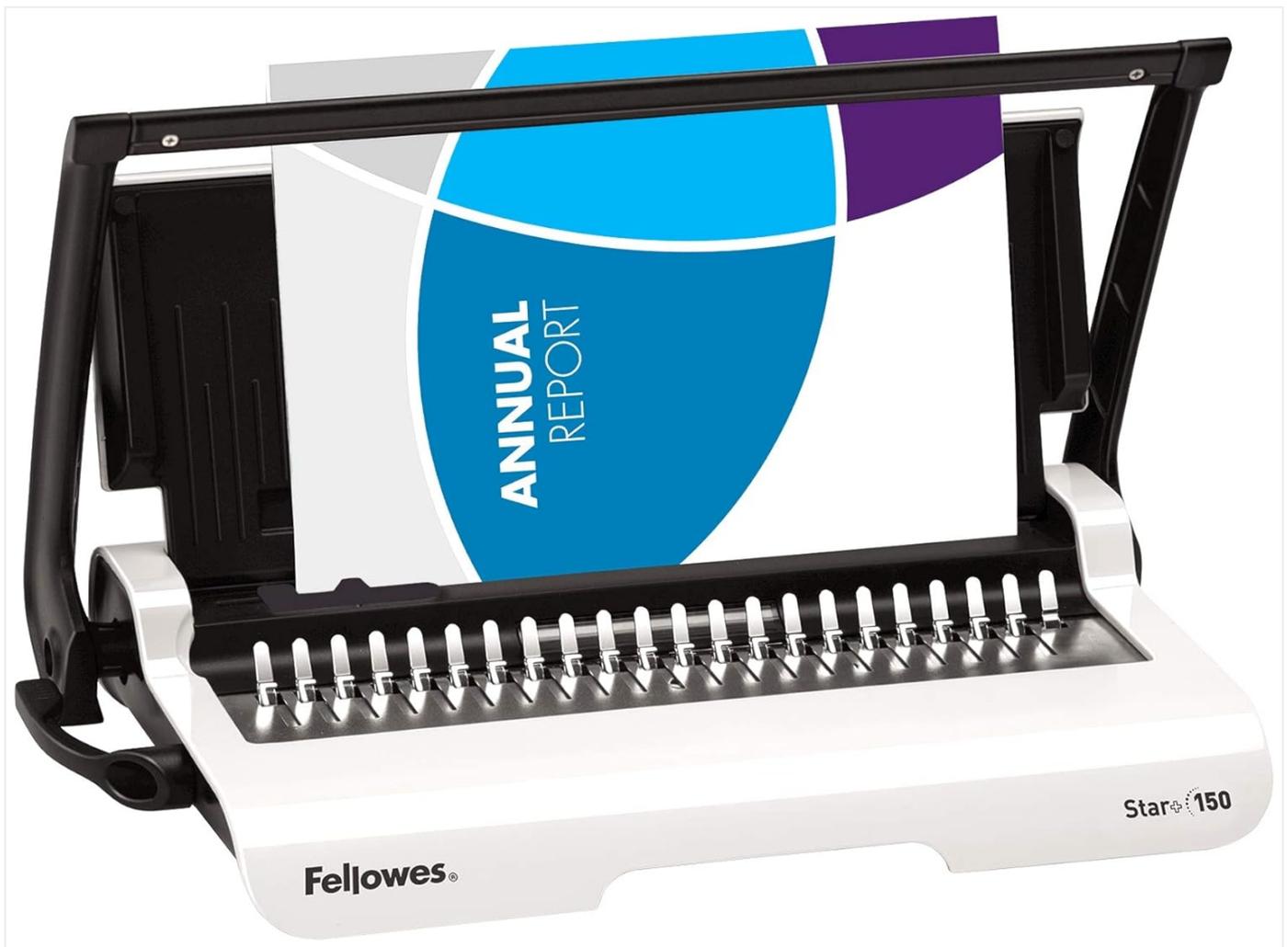


Figure 1: Fellowes Star+ 150 Plastic Comb Binding Machine in operation, binding an 'Annual Report'.

SETUP

1. Unpacking

- Carefully remove the binding machine from its packaging.
- Remove all packing materials and protective films.
- Inspect the machine for any signs of damage. If damaged, do not use and contact customer support.

2. Placement

- Place the machine on a stable, flat surface.
- Ensure there is enough space around the machine for comfortable operation and to accommodate documents.



Figure 2: Top view of the Fellowes Star+ 150 binding machine in its closed, ready-to-use position.

OPERATING INSTRUCTIONS

1. Preparing Your Document

- Ensure all pages are aligned and free from staples or paper clips.
- For best results, use a maximum of 12 sheets per punch cycle.

2. Punching the Document

1. Insert the edge of your document into the punching slot. Ensure the paper guides are adjusted to hold the paper securely and align the punching holes correctly.
2. Press down the full-width handle firmly to punch the holes. The full-width handle is designed to reduce punching effort.
3. Release the handle and remove the punched sheets. Repeat this process until all pages are punched.

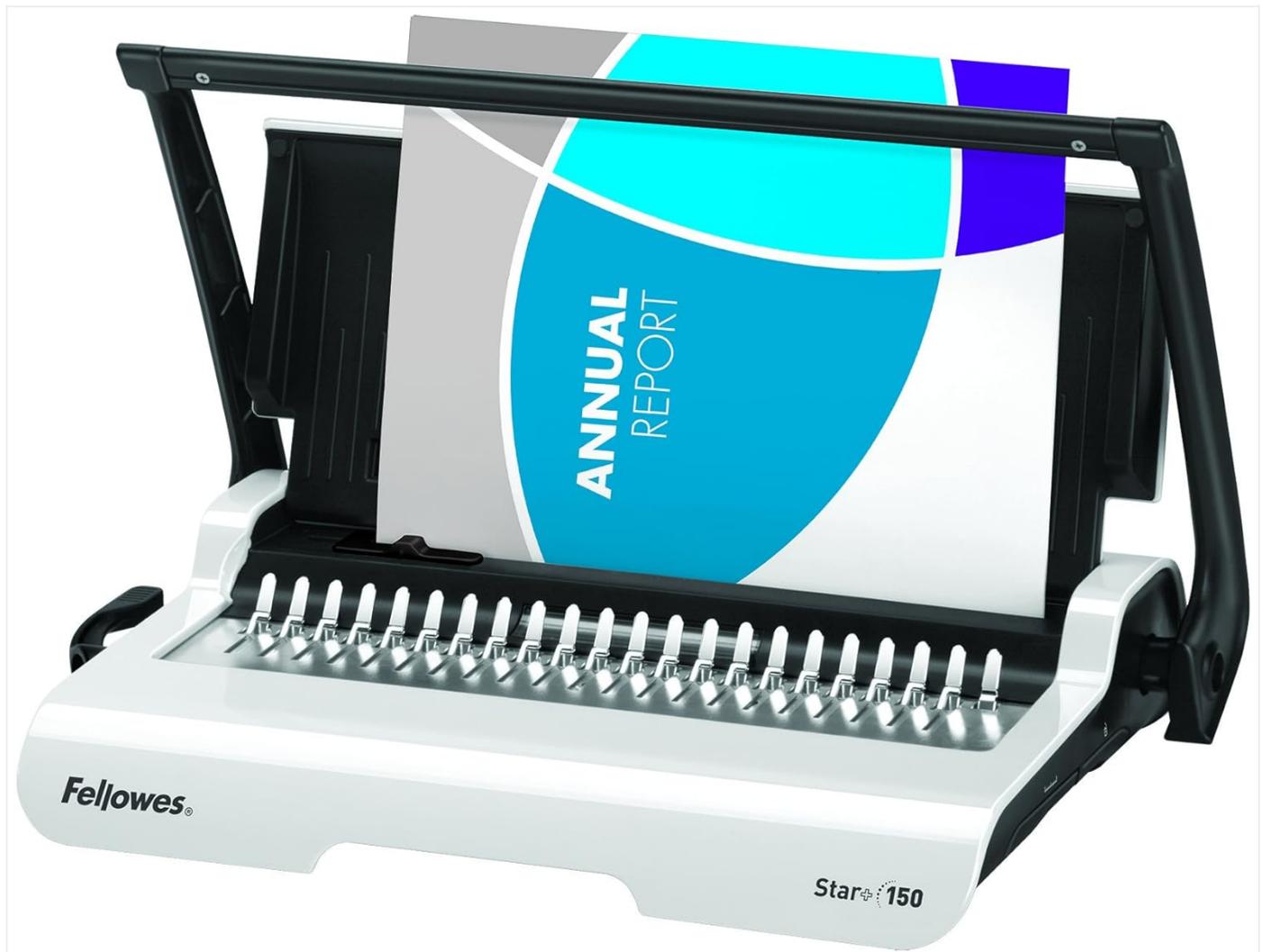


Figure 3: Paper inserted into the punching slot of the binding machine, ready for perforation.

3. Selecting a Binding Comb

- Choose a plastic binding comb appropriate for the thickness of your document. The machine supports combs up to 18mm in diameter, suitable for binding up to 150 sheets.
- For example, 10mm combs are suitable for binding 41 to 55 sheets.



Figure 4: A black plastic binding comb, an essential component for document binding.





Figure 5: Packaging for Fellowes plastic binding combs, indicating various sizes and colors.

4. Binding the Document

1. Place the chosen plastic comb onto the comb opener.
2. Pull the handle towards you to open the comb rings. The inclined comb facilitates the insertion of perforated sheets.
3. Carefully thread the punched pages onto the open comb rings. Start with the back cover, then the document pages, and finally the front cover.
4. Push the handle back to close the comb rings, securing your document.
5. Remove the bound document from the machine.



Figure 6: An example of a finished document, professionally bound with a plastic comb and clear cover.

MAINTENANCE

1. Emptying the Waste Tray

- Regularly check and empty the waste tray located at the bottom of the machine.
- Accumulated paper confetti can affect punching performance.

2. Cleaning

- Wipe the exterior of the machine with a soft, dry cloth.

- Do not use abrasive cleaners or solvents.

TROUBLESHOOTING

1. Paper Jams

- If paper jams during punching, gently pull the paper out. Avoid forcing it.
- Reduce the number of sheets per punch cycle to prevent future jams.

2. Uneven Punching

- Ensure the paper guides are correctly adjusted for your document size.
- Verify that the paper is inserted straight and fully into the punching slot.

SPECIFICATIONS

| Feature | Specification |
|-----------------------|-----------------------|
| Model | Star+ 150 |
| Punching Capacity | 12 sheets (80gsm) |
| Binding Capacity | 150 sheets (80gsm) |
| Maximum Comb Diameter | 18 mm |
| Comb Type | 21-ring plastic combs |
| Brand | Fellowes |
| ASIN | B09DD1PGLP |
| First Available Date | March 2, 2022 |

WARRANTY AND SUPPORT

For warranty information and customer support, please refer to the documentation included with your product or visit the official Fellowes website. Keep your proof of purchase for warranty claims.

