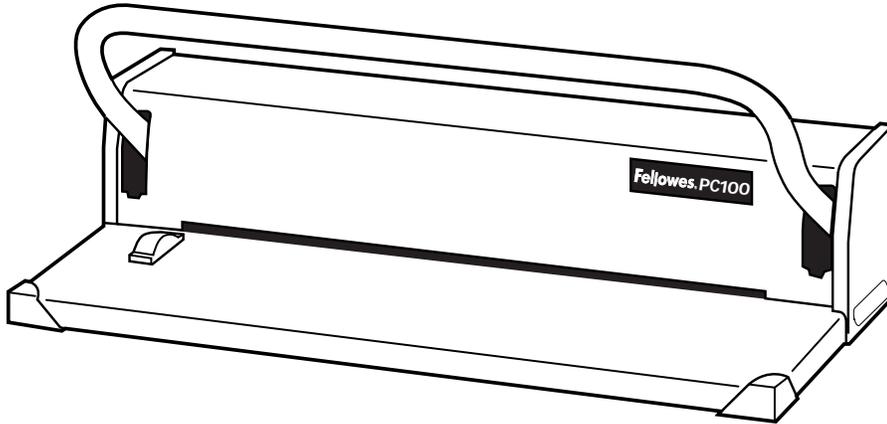


**Fellowes**<sup>®</sup>



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**Operating Instructions**

**A**

---

**Operating Instructions**

**B**

---

**Operating Instructions**

**C**

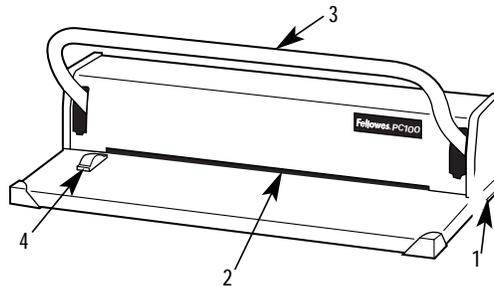
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**Model:**

PC 100

# Equipment Parts

1. Waste Paper Cover
2. Punching Area
3. Punching Handle
4. Margin Guide



# Binding the Document

Use the table below to select the appropriate plastic coil according to the number of sheets to be bound:

<u>No. of Sheets</u>	<u>Coil Size</u>
30	6 mil
45	7 mil
70	10 mil
85	13 mil

1. **Align holes.** Place document to be bound on desktop. Starting at the first hole on either end, twist binding coil until it has passed through every hole. (Figure A) 2. **Close loop** by bending end of coil down towards binding on each end of the document. (Figure B). Your document is now bound.



Figure A



Figure B

# Using the Punching Machine

## Punching Holes

1. Use the margin guide on the left-most side of the punching area to align the sheets.
2. Slide all sheets to the back of the punching area.  
*NOTE: a maximum of 5 sheets can be punched at a time.*
3. Lower the punching handle to punch holes in the paper.
4. Return handle to its original position and remove sheets from punching area.
5. Repeat until all sheets and covers have been punched.

**A**

**B**

**C**

## Emptying Paper Cuttings

To remove, simply raise the waste paper cover located on either side of the machine. Pick up machine and tip it toward the same side as the raised cover. To be sure all paper clippings have been removed from the machine, gently shake the machine. To prevent clogging and jamming, be sure to empty paper clippings frequently.

# Specifications

Maximum punching length	11 inches (279mm)
Maximum punching capacity (at a time)	5 sheets
Number of holes punched	43, 4:1 pitch
Dimensions (L x W x H)	15-5/8" x 6-7/8" x 3-1/2" (396 x 175 x 89mm)
Weight	8.6 lbs. (3.9kg)
Warranty	1 year

## Limited Warranty

Fellowes Manufacturing Company warrants all PC Model Binding Machines to be free from defects in material and workmanship for a period of one year from the date of purchase by the original consumer. The exception to this are the punching dies which are subject to wear. If any part is found to be defective during the warrant 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 which vary from state to state. To obtain service under this warranty on machines purchased in the USA, return the machine prepaid to the address below. Please allow two weeks for processing.

Return with machine:

- Copy of original sales receipt.
- A card stating your name, address, daytime telephone number, machine model and serial number, plus a brief description of the problem.

For specific instructions on obtaining service under this warranty on machines purchased outside the USA, contact the appropriate location listed below.

Warrantor: Fellowes Manufacturing Company



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U.S.	1-800-955-0959
Australia	+ 6139-330-3211 (inside Melbourne) 1-800-331-177 (outside Melbourne)
Benelux	+ 31-3473-77988
Canada	1-800-665-4339
France	+ 334-789-12279
Germany	+ 4951-31-49770
Japan	+ 81-3-5496-2401
U.K.	+ 44-1302-885331

**Fellowes** 1789 Norwood Avenue, Itasca, Illinois 60143-1095 630-893-1600 Customer Service 1-800-945-4545 <http://www.fellowes.com>

<b>Australia</b> Tullamarine, Vic	<b>Benelux</b> Vianen, NL	<b>Canada</b> Markham, Ont.	<b>France</b> Rennes, I-V	<b>Germany</b> Garbsen, Han.	<b>Italy</b> Camerano, AN	<b>Japan</b> Tokyo	<b>Poland</b> Warsaw	<b>United Kingdom</b> Doncaster, S. Yorks.
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Part No.

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