

# Fellowes Quasar Wire Binder

## Instruction Manual



Provided By

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



# Business Wire Binder

Quasar™ Wire



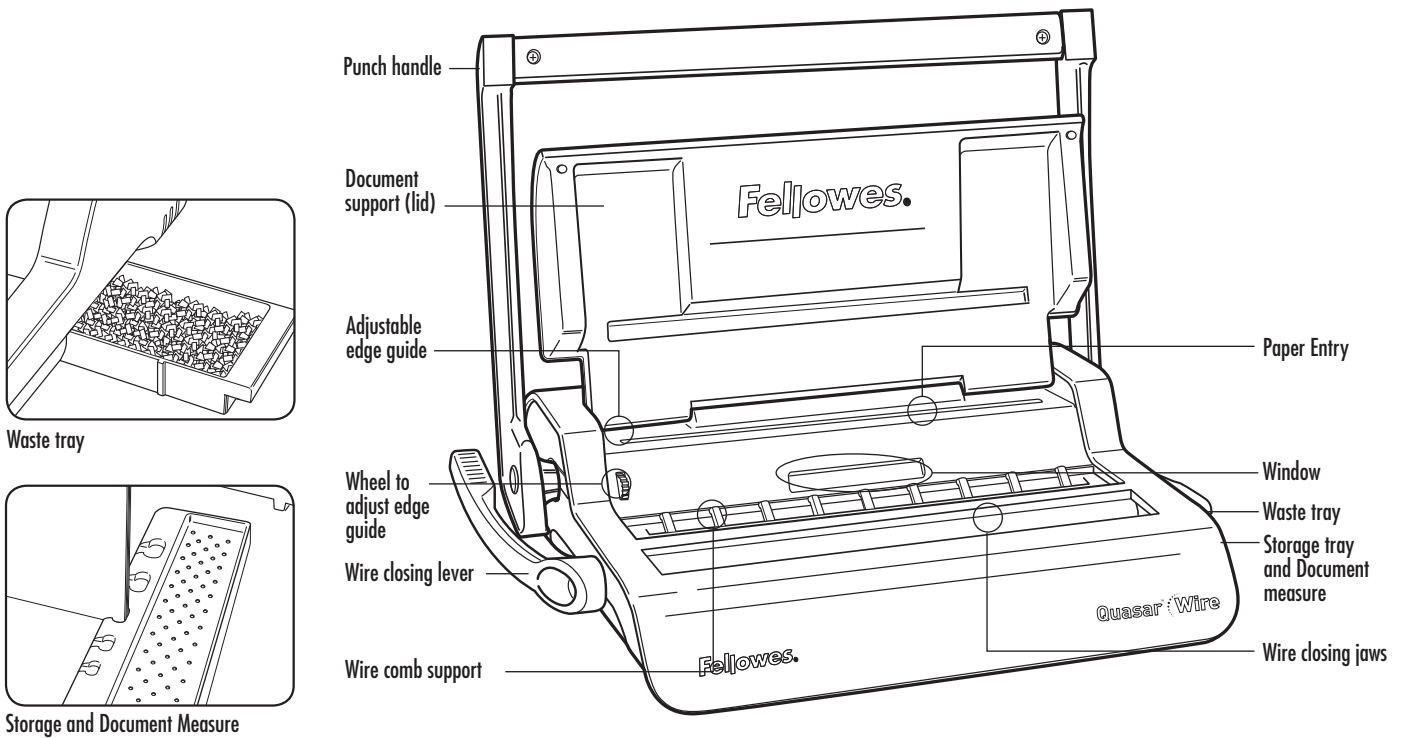
Please read these instructions before use.

Veuillez lire ces instructions avant utilisation.

Lea estas instrucciones antes del uso.



# ENGLISH



## CAPABILITIES

### Punching Capacity

Paper sheets	
70-80g / 20lb	15 sheet
Transparent covers	
100-200 micron / 4-8 mil	2 sheet
200+ micron / 8+ mil	1 sheet
Other standard covers	
160-270g / 40-60 lb	2 sheet
270+g / 60+ lb	1 sheet
Waste tray capacity	approx. 1500 sheet

### Binding Capacity

Max wire comb size	14mm
Max document (80g / 20lb)	c. 130 sheet

### Technical Data

Paper dimensions	A4
Punching slots	34
Slot pitch	3: 1"
Adjustable edge guide	yes- rotary
Net weight	7.8 kg / 17.2 lb
Dimensions (LxDxH)	470 x 390 x 130mm / 18.5" x 15.3" x 5.1"

## 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



When binding;

- take care, potential pinch point

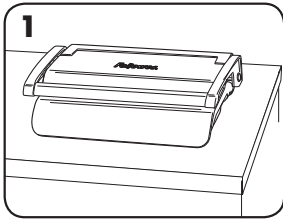
### Need Help?

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.

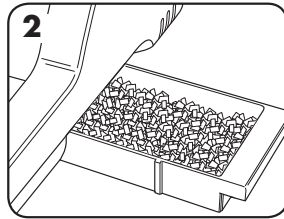
## WIRE COMB DIAMETER & DOCUMENT SIZES

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

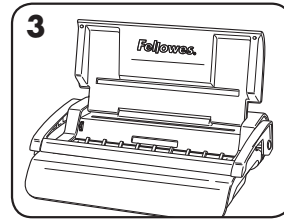
## SET UP



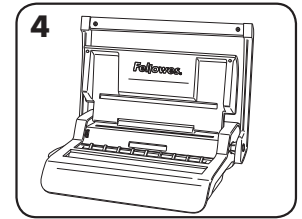
1. Ensure the machine is on a stable surface.



2. Check waste tray is empty and correctly fitted.

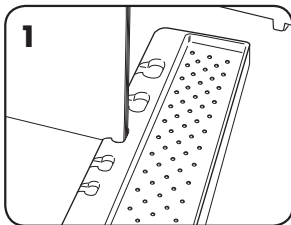


3. Lift the lid. Ensure the wire closing lever is pushed backwards.

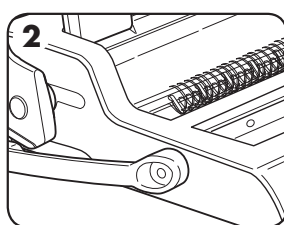


4. Lift the punch handle to its upright position.

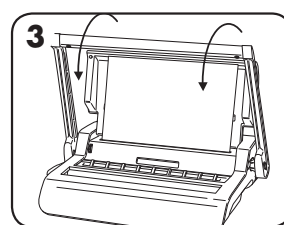
## BEFORE YOU BIND



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

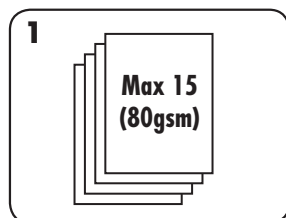


2. Hang the selected wire comb onto wire comb support.

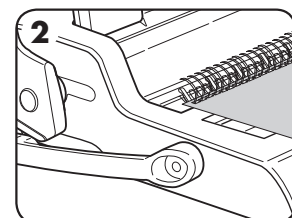


3. Test punch scrap sheets to check edge guide setting.

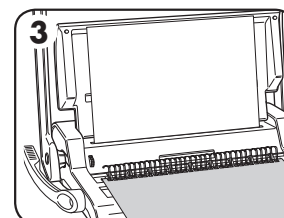
## STEPS TO BIND



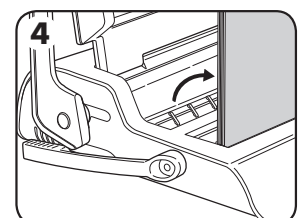
1. Punch sheets in small batches that do not overload the machine or user.



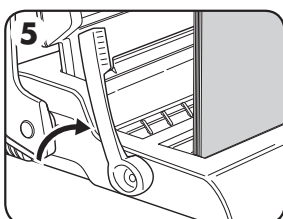
2. Starting with the rear cover. Load punched sheets directly onto the hanging open wire comb.



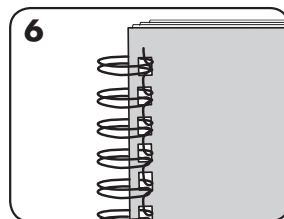
3. Punch and hang the front cover. Punch and hang the remaining sheets.



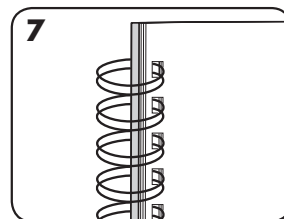
4. Lift the wire comb upwards off the hooks. Carefully place into the open wire closing mechanism. Ensure the wire comb is open and touching the bottom of the mechanism.



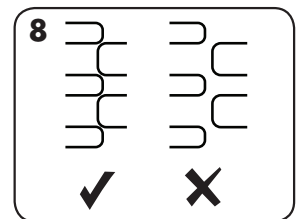
5. Lift the wire closing lever forwards. The closing scale guide is on the moving jaw. Close the jaws until the wire gauge shows the size of wire being closed.



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



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



8. 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 the right side. For best results empty the tray regularly.

## STORAGE

Lower the punch handle to the horizontal position. Lower the lid.

## 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
Sheets fall out of document	Wire comb is not closed enough	Check closure of wire comb. Place into closing mechanism and improve binding closure.

## 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