

Fellowes TB250 Thermal Binding Machine

Instruction Manual



Provided by

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When Image Matters.

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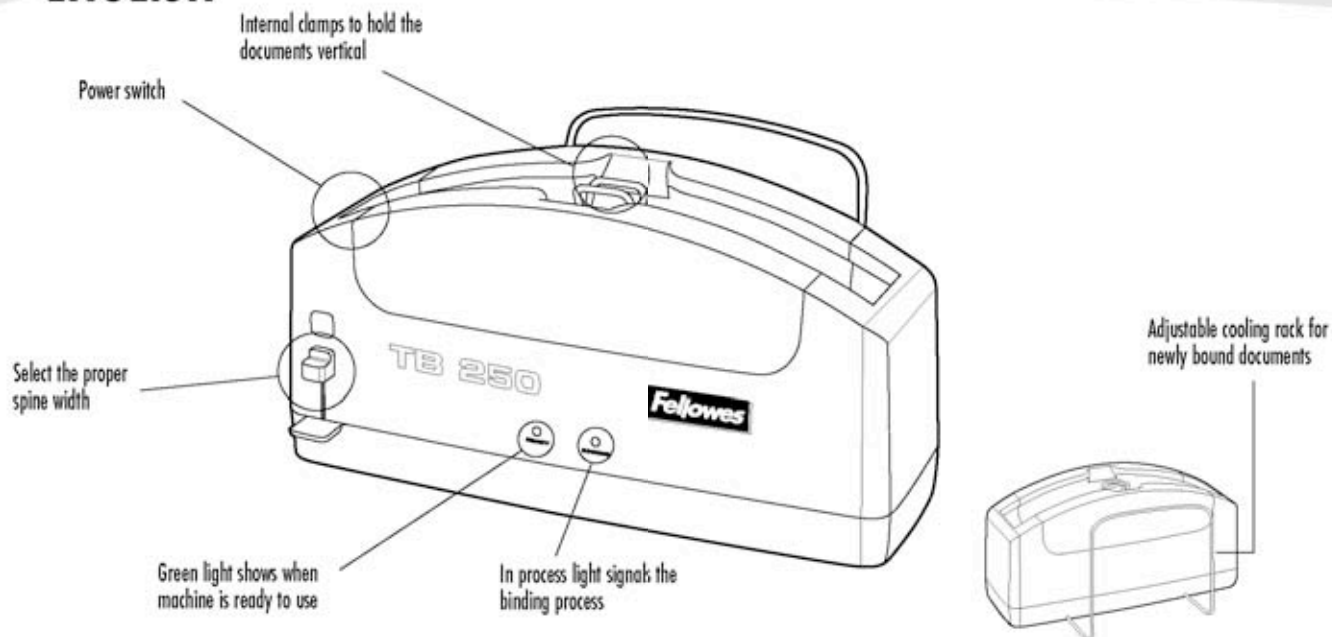
Fellowes.



TB 250

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

ENGLISH



CAPABILITIES

Capacity (Maximum)

Bound edge	
DIN	A4
Centimeters	33
Inches	13
Document pages	300
Combine thickness	
cm	3
inches	1-1/4

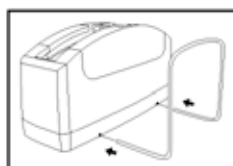
Warm-up Time (minutes)	3
Heat Cycle (seconds)	30
Audible ready signal	Yes
Automatic switch off	Yes

TIPS

- For thermal binding you need to use specially designed covers, which are available in a variety of spine widths.
- TB 250 allows you to bind more than one document at a time up to the maximum combined thickness indicated (300 sheets).
- After one hour of inactivity, the machine will switch off automatically.
- For easy reference, you will find the machine's binding capacity chart below printed at the back of the machine.

	1.5 1/16"	3 1/8"	4 3/16"	6 1/4"	9 3/8"	12 1/2"	15 5/8"	18 3/4"	21 7/8"	24 1"	27 1-1/8"	30 1-1/4"
	1-8	9-32	33-44	45-60	61-90	91-120	121-150	151-180	181-210	211-240	241-270	271-300

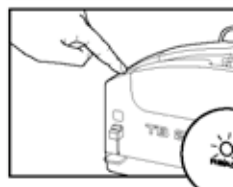
SET UP



1. Attach the wire support rack. Push the ends of the rack into the holes as far as they will go.



2. Plug the machine into power outlet.



3. Press the power switch and wait for the green ready light to go on.

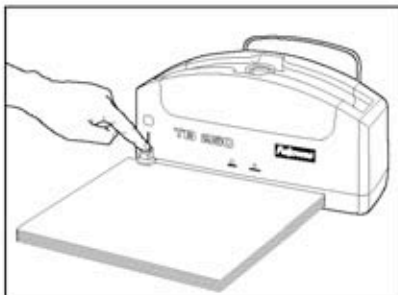
IMPORTANT SAFETY INSTRUCTIONS

Read Before Using!

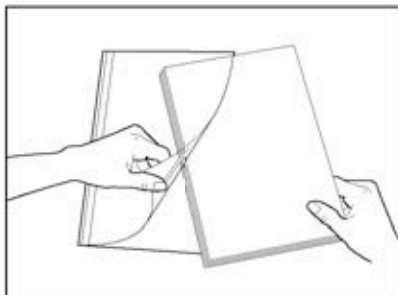


- Keep children and pets away from the machine.
- Do not reach inside the machine except when it's unplugged and cool.
- Do not touch the heating plate during operation.
- Keep it away from heat or water sources.
- Plug it near an easily accessible outlet.
- Do not use if it is damaged in any way.
- Never attempt to open or otherwise repair it.
- Turn it off after each use.
- Unplug it when not in use for an extended period.

BEFORE YOU BIND

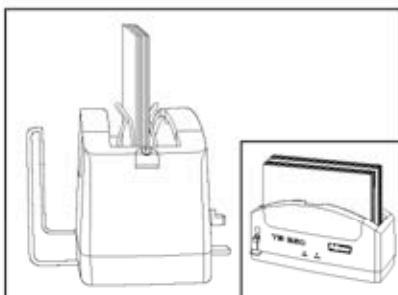


1. Select the spine width of the thermal covers.

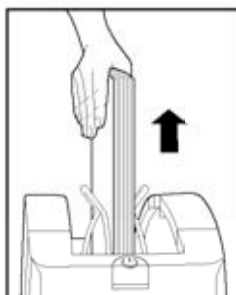


2. Place document in the appropriate thermal cover.

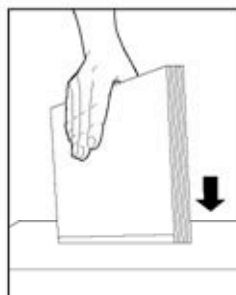
STEPS TO BIND



1. Push the document(s) between the 2 clamps, the in-process light will go automatically on during the binding process.



2. Remove document(s) when you hear the beep tone indicating the end of the binding process, the in process light will go out.



3. Gently tap the document(s) on its spine.



4. Set the document(s) on the adjustable cooling rack.

TROUBLESHOOTING

Problem	Cause	Solution
Loose, unglued sheets	This can happen for several reasons: <ul style="list-style-type: none"> • Not tapping the spine firmly enough. • Removing the document too early. • Opening the document or laying it flat while it is still warm. 	Try repeating the process from the beginning.
Loose, glued sheets and/or damaged binding	This can happen if you don't take out the document promptly at the end of the binding process.	Unfortunately, there is nothing you can do to salvage the document or documents in this case.

Need Help?

Customer Service:
00 800 1810 1810
www.fellowes.com

Let our experts help you with a solution. Always call us first before contacting your place of purchase.

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 the 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 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 that vary from this warranty. The duration, terms and conditions of this warranty are valid world-wide, 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 us or your dealer.

Help Line

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Canada	+ 1-800-665-4339
México	+ 1-800-234-1185
United States	+ 1-800-955-0959

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