

Fellowes Pulsar+ 300 Comb Book Binder



Introduction:

The comb binder can create books containing between 20-200 sheets. Each book is bound with a comb that allows for editing of books in case changes need to be made in the future.

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General Information

Parts of the Machine



Setting up the machine

Set the book binder on a table. Open the lid and raise the handle on the right side fully. Ensure the handle on the left side is pushed as far back as it can go.



Determining which comb to use

1. There is a tray on the right side of the machine that can help with determine which size comb to use. Note, we do not stock every size of comb, so you may need to round up whenever selecting a comb.

2. Pull out the front tray on the right side. Take your complete stack of papers and place them into the variety of slots at the front of each sizing gap. When you find the slot that holds all the pages, take note of the comb size for this slot. Locate the box of combs on the shelf that matches this size.



- a. Generally, you can also use this chart to figure out which size comb to use based on the number of sheets your book has.

Comb Size	Max Sheet
1/4"	20
3/8"	50
1/2"	90
3/4"	150
1"	200

Creating a book

Punching pages

1. Locate the slot at the back of the opening on the machine. There is a switch for Oversize and Letter. Use Letter if you are using a cover provided by the library. If you purchased oversize covers on your own, switch this to oversize for your covers only.



2. Take a bundle of no more than 20 sheets of paper and place them into this slot so that they are right next to the arm on the back of the switch. Note that the thickness of the paper will determine the actual quantity and you may not be able to fit the full 20 sheets in at once.



3. With all the pages snugly set against the arm and fully inserted into the slot, pull down on the right handle until you reach the bottom. This will punch holes in all the inserted pages. Lift the handle to release the pages.



4. Pull out this batch of pages and repeat until you have punched all the sheets in your book.
5. Repeat this process with your covers as well. Once again if using library provided covers use the letter size. Only switch to the oversize slot if you provided your own oversize covers.



Binding the book

1. Take your selected comb and place it so that the teeth of the comb are coming up from the front over the back.



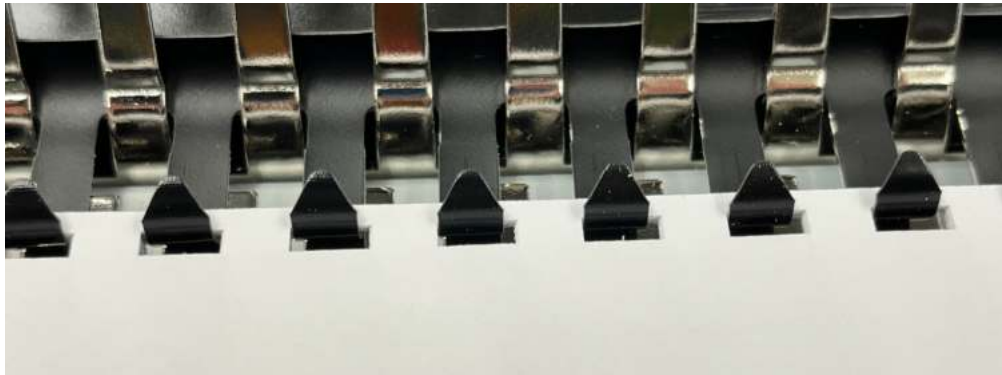
2. Slot the comb into the metal posts of the comb binder. Ensure the ends of the comb are within the posts and not outside either end.



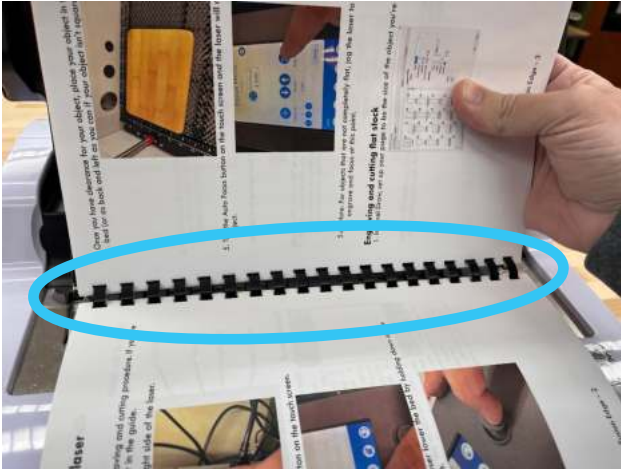
3. Pull forward on the left handle slowly, just enough to to open the comb and expose the teeth. Don't pull the handle too far or else you could launch the comb out of the machine.



4. Place your front cover face down onto the combs. Repeat this process with batches of punched sheets until all the pages have been added to the comb.



- a. Note, it is easiest to add sheets vertically by aligning all the teeth then laying the pages down rather than trying to place them in the already laid down position.



5. Place the back cover on last and fully return the handle back to close the comb.



6. Lift the whole document out of the posts to have your completed book.



Making changes

If in the future you need to make changes by adding or removing pages, repeat this process. Place the book face down on the combs and then pull the left handle forward to open the combs. Make your changes, then close the comb once again. You can even change the size of the comb for your book by removing all the pages from the current comb and replacing it with a new one.

Emptying the waste tray

When you are done with your book, pull out the back tray on the right side of the machine. This is a chip tray to hold all the punched pieces in. Empty this when you are done with the machine.

