Lyra™ 3-in-1 Binding Centre



Please read these instructions before use.
Do not discard: keep for future reference.

Lire ces instructions avant utilisation.
Ne pas jeter : conserver pour référence ultérieure.

Lea estas instrucciones antes de usarlo.
No las deseche: guárdelas para tenerlas como referencia.

Diese Anleitungen vor Gebrauch genau durchlesen.
Bitte nicht entsorgen: zur späteren Bezugnahme aufheben

Prima dell'uso, si raccomanda di leggere questo manuale di istruzioni. Conservare il manuale per consultarlo secondo le necessità.

Dese instructies voor gebruik lezen. Niet weggooien, maar bewaren om later te kunnen raadplegen.

Läs dessa anvisningar innan du använder apparaten.
Släng inte bort, behåll för framtida bruk.

Læs venligst denne vejledning før anvendelse.
Bør ikke bortskaffes. Behold for fremtidig henvisning.

Lue nämä ohjeet ennen käyttöä.
Älä hävitä: säilytä myöhempää käyttöä varten.

Vennligst les nøye igjennom denne bruksanvisningen før bruk.
Ikke kast den: Ta vare på den for senere referanse.

Przed użyciem proszę zapoznać się z tą instrukcją.
Nie wyrzucać - zachować jako źródło informacji na przyszłość

Перед началом эксплуатации обязательно прочтите данную инструкцию.
Не выбрасывайте данную инструкцию: сохраните ее для последующего использования.

Παρακαλείσθε να διαβάσετε αυτές τις οδηγίες πριν χρησιμοποιήσετε το προϊόν.
Μην τις απορρίψετε: κρατήστε τις για μελλοντική αναφορ

Kullanmadan önce lütfen bu talimatları okuyun.
Atmayın: ileride başvurmak üzere saklayın.

Před použitím si pročtěte tyto pokyny.
Nelikvidujte: uschovejte pro budoucí použití.

Pred použitím si prečítajte tieto pokyny.
Nezahadzujte: odložte pre budúce použitie.

Kérjük, hogy használat előtt olvassa el az utasításokat!
Az utasításokat ne dobja ki; tartsa meg referenciaanyagként való jövőbeni használatra.

Leia estas instruções antes da utilização.
Não as deite fora: conserve-as para consulta futura.

Pročitajte ove upute prije upotrebe.
Nemojte baciti: sačuvajte za buduću upotrebu.

Molimo da ova uputstva pročitate pre upotrebe.
Nemojte ih baciti: sačuvajte ih za ubuduće.

Моля, прочетете тези инструкции преди употреба.
Не изхвърляйте: пазете за справки в бъдеще.

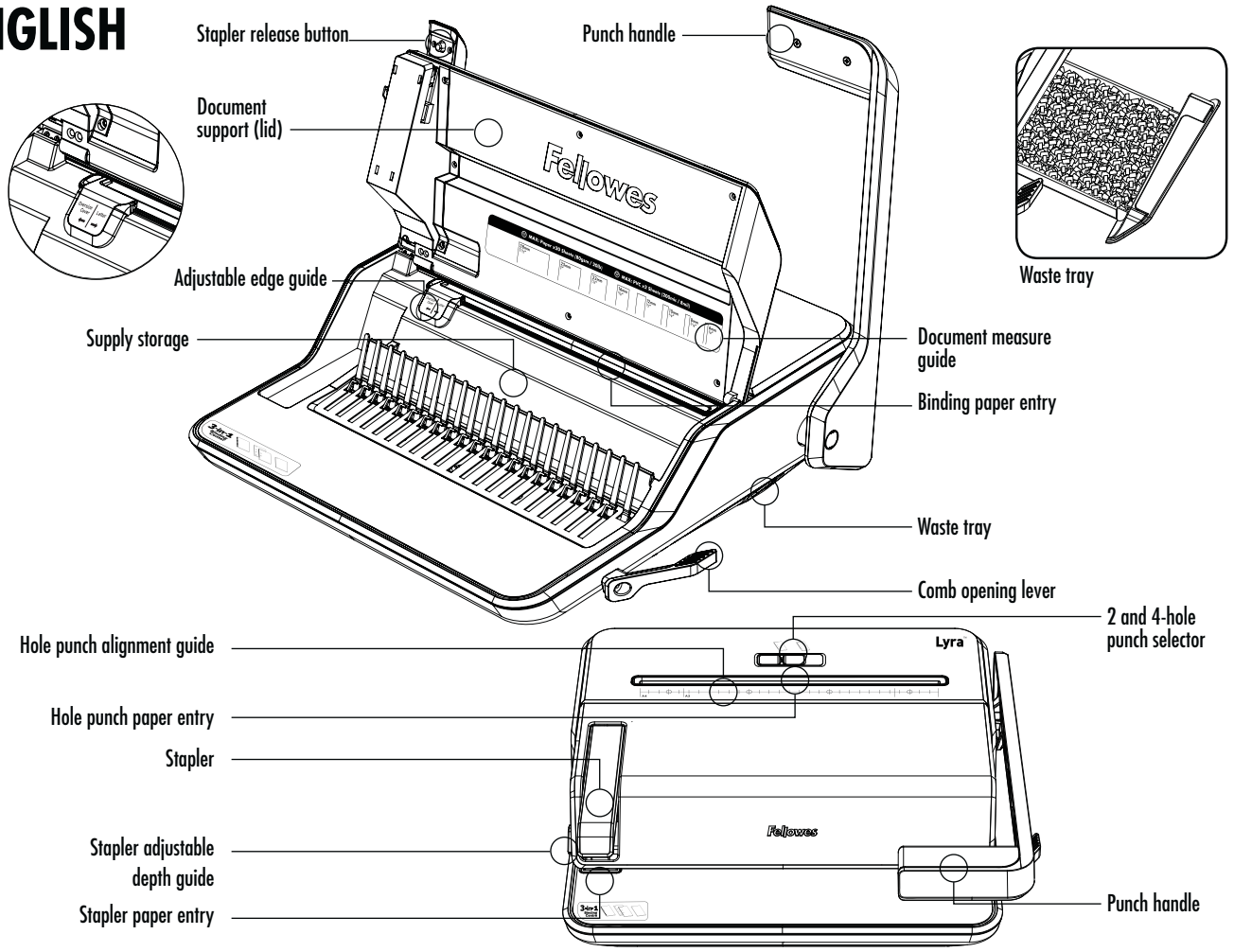
Vă rugăm să citiți aceste instrucțiuni înainte de utilizare.
Nu aruncați: păstrați pentru o consultare ulterioară.

Pred uporabo preberite ta navodila.
Ne zavrzite: shranite za poznejšo uporabo

يرجى الاطلاع على الإرشادات قبل الاستعمال.
لا يجب التخلص من هذه الإرشادات. ويرجى حفظها للرجوع إليها في المستقبل.

נא לקרוא הוראות אלה לפני השימוש.
אין להשליך: שמרו לעיונכם בעתיד.

ENGLISH



CAPABILITIES

Comb Binding

Binding Capacity	
Max comb size	1-1/2" / 38mm
Max document (20lb /80g)	300 sheets
Punching Capacity	
Paper sheets (20lb /80g)	20 sheets
PVC Covers (8 mil/200 micron)	2 sheets
Technical Data	
Paper entry width	11-1/4" / 285mm
Punching slots	21
Hole pitch	9/16" / 14.28mm
Adjustable edge guide	Yes

Hole Punch

Punching Capacity	
Number of holes	2 and 4
Paper sheets (20lb /80g)	30 sheets
Technical Data	
Paper entry width	11-7/16" / 290mm

Stapler

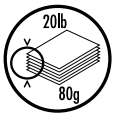
Punching Capacity	
Paper sheets (20lb /80g)	30 sheets
Technical Data	
Stapler adjustable depth guide	10 positions
Stapler depth range	2.75mm to 23mm
Stapler capacity	105 staples
Staple size compatibility	24/6; 26/6

⚠WARNING: IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!

- The machine should be placed on a stable work surface.
- Keep hair, fingers, jewelry, and loose clothing away from all moving parts.
- DO NOT insert foreign objects into hole punch and stapler openings other than paper and cover stock.
- Always test punch scrap sheets and set machine before punching final documents.
- Ensure all staples and other metal articles have been removed prior to punching.
- DO NOT exceed the machines listed punching or stapling capacity.
- Ensure the waste tray is emptied periodically. Failure to empty the waste tray may result in equipment damage.
- Always insert comb with the spine facing away from you and the open side facing up.
- Only use 24/6; 26/6 size staples.
- Keep fingers clear of the staple discharge area when operating or clearing a jam.
- DO NOT used if damaged or defective.
- DO NOT attempt to disassemble or repair the machine.

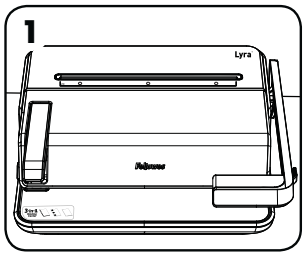
COMB DIAMETER & DOCUMENT SIZES



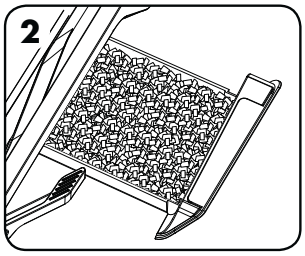


mm	inch	number of pages
6mm	1/4″	2-20
8mm	5/16″	21-40
10mm	3/8″	41-55
12mm	1/2″	56-90
16mm	5/8″	91-120
19mm	3/4″	121-150
22mm	7/8″	151-180
25mm	1″	181-200
32mm	1-1/4″	201-240
38mm	1-1/2″	241-340

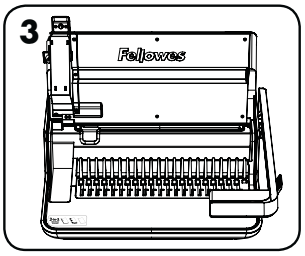
STEPS TO BIND



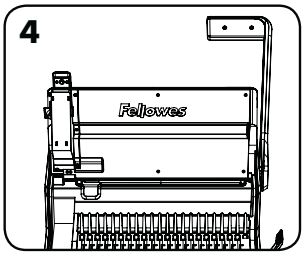
Ensure the machine is on a stable surface.



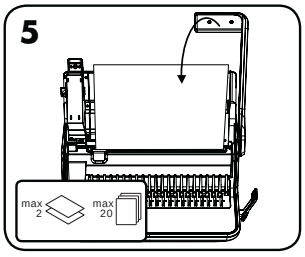
Check waste tray is empty and correctly fitted.



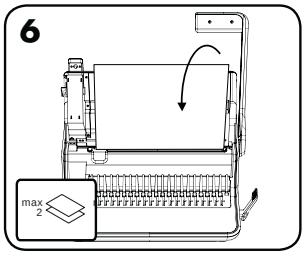
Lift the lid. Ensure the comb-opening lever is pushed backwards.



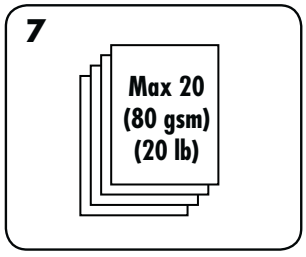
Lift the punch handle to its upright position.



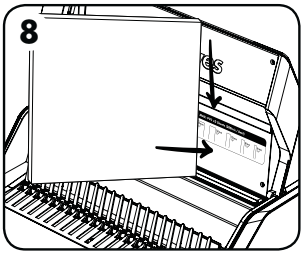
Adjust edge guide to proper paper size setting and test punch scrap sheets to check edge guide setting.



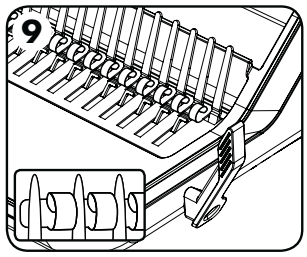
Punch front and back covers first.



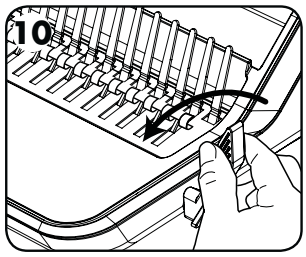
Punch sheets in small batches that do not overload the machine.



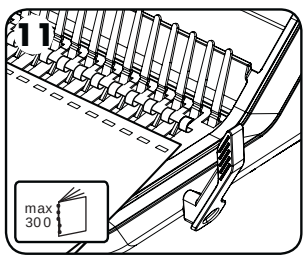
Select the correct comb diameter using the document measure guide on the inside of machine lid.



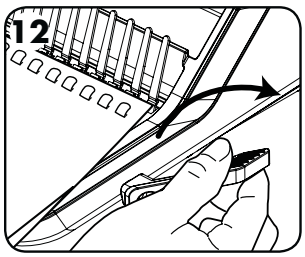
Insert the plastic comb into the mechanism with claws facing outward.



Pull comb-opening lever forward to open the comb wide enough to insert documents.



Load punched sheets directly onto the opened comb. Starting with the cover of document facing down.



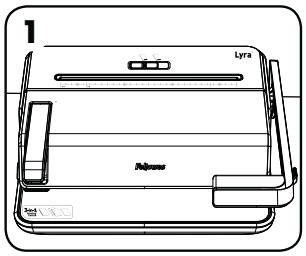
When all punched sheets are loaded onto the comb, push the comb lever backwards to close the comb and remove the bound document.

ENGLISH

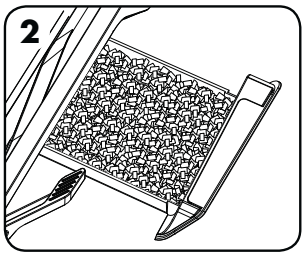
CORRECTING A BOUND DOCUMENT

Additional sheets may be included or removed at any time by opening and then closing the comb as previously described.

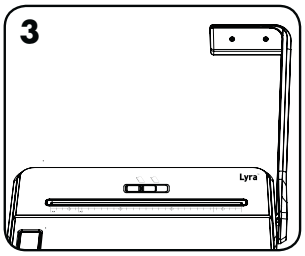
STEPS TO 2 AND 4-HOLE PUNCH



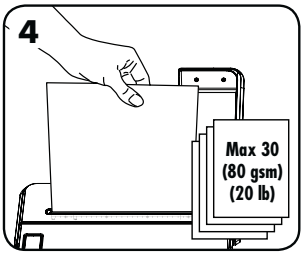
Ensure the machine is on a stable surface.



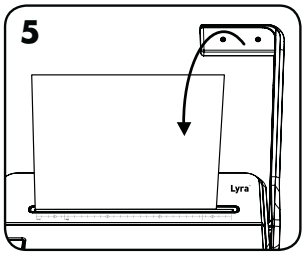
Check waste tray is empty and correctly fitted.



Lift the punch handle to its upright position. Switch 2 and 4-hole punch selector to desired punch.

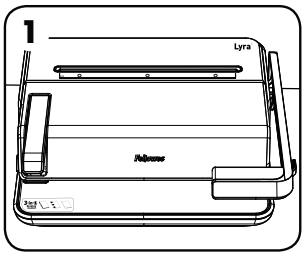


Insert paper into hole punch slot located on machine. Align A4 paper left or A5 paper within guidelines.

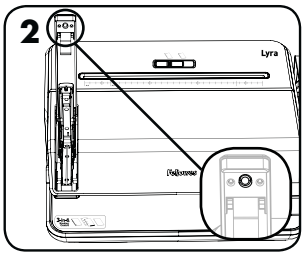


Punch paper by pushing handle downward.

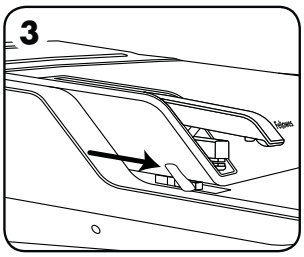
STEPS TO STAPLE



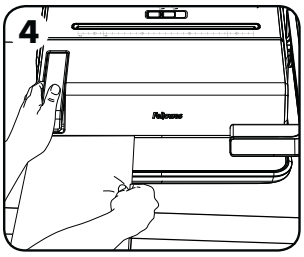
Ensure the machine is on a stable surface.



Check that staples are loaded. To open, push release button located under stapler handle.



Adjust staple depth guide to desired position.



Insert and staple document.

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. The Lyra Binding Centre is designed to be stored horizontally on the desktop.

TROUBLESHOOTING

BINDING

Problem	Cause	Solution
Punched holes are not central	Edge guide not set	Adjust edge guide to correct paper or cover size
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 full	Check waste tray is empty, and closed correctly

2 AND 4-HOLE PUNCHING

Problem	Cause	Solution
Incomplete punches	Old paper still in punches	Without inserting paper, use handle to clear any left over paper chads from punches
	Waste tray too full	Empty waste tray
Holes not aligned to edge of paper	Paper chads still in punches	Move paper side to side in the throat to remove paper debris
Holes not centered on paper	Paper not set up properly	Align paper to the left side of the punch throat prior to punching

STAPLER

Problem	Cause	Solution
Stapler jam	Incomplete punch, or over sheet capacity	Use pencil to pop open stapler mechanism to clear jam
Stapler doesn't open	Stapler release button not pressed	Press stapler release button
Staple too close to edge of paper	Stapler depth guide not set correctly	Adjust stapler depth guide to desired position
Stapler depth guide moves when setting paper	Pushing too hard on guide	Straighten paper prior to setting in guide, then gently set paper in position

WARRANTY

Fellowes, Inc. ("Fellowes") warrants all the parts of the machine to be free of defects in material and workmanship for two (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, failure to comply with product usage standards, operation using an improper power supply (other than listed on the label), or unauthorized repair. Fellowes reserves the right to charge the consumer for any additional cost incurred by Fellowes to provide parts or services outside of the country where the machine is initially sold by an authorized reseller. 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.

Australia Residents Only:

Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure. The benefits under Fellowes' Warranty are in addition to other rights and remedies under a law in relation to the machine.