# Black stapler for up to 50 sheets

## Operating instructions and safety information

Compact desktop stapler for stacks of up to 50 sheets (80 g/m²). With a black plastic housing, metal mechanism and adjustable paper stop.



### Product identification

Item no.

**10428**

Model / manufacturer item no.

**BH-S**

GTIN / EAN

**4260606874344**

Contents: 1 stapler

**Dimensions (L × W × H): 13 × 4 × 6 cm · Item weight: 180 g**

## Suitable staples · Magazine holds up to 200 staples

| Staple | Staple series | Leg length |
|---|---|---|
| 24/6 | 24 | 6 mm |
| 24/8 | 24 | 8 mm |
| 26/6 | 26 | 6 mm |
| 26/8 | 26 | 8 mm |

Up to 50 sheets of 80 g/m² paper. The achievable sheet capacity depends on paper thickness and staple length; the maximum capacity does not apply to every staple size.

**NOTE - Make a test staple first**

Choose the staple length to suit the stack thickness and check a test staple. Staples that are too short or too long may clinch incorrectly. Load only one staple series and length into the magazine at a time.

# 1 Safety information

**CAUTION - Crushing and puncture hazard**

Keep fingers away from the area between the stapling head and the anvil. Do not reach under the stapling head or into the magazine. Press only on the designated pressure pad on the upper part, then release it.

**CAUTION - Sharp staples**

Loose, bent or protruding staples can cause puncture injuries. Remove them only with a suitable staple remover, pliers or tweezers. Wear safety glasses when clearing a staple jam and keep your face away.

**NOTICE - Place securely on a level surface**

Place the entire base plate on a firm, level, non-slip work surface. Do not work at the edge of a table. Lay the paper stack flat and align it so that it cannot slip.

**NOTICE - Observe staple type and capacity**

Use only 24/6, 24/8, 26/6 or 26/8 staples. Match the staple length to the stack thickness; no more than 50 sheets (80 g/m²). Do not staple through metal parts or existing staples.

**CAUTION - Handle the magazine safely**

Do not staple while loading, unloading, cleaning or clearing jams. Keep hands out of the stapling zone. Move spring-loaded parts in a controlled manner; do not let anything spring out. Do not operate without paper.

**NOTICE - Avoid misuse**

Do not point at people or animals. Not a toy; keep away from children. Do not strike or extend the upper part or apply your body weight to it. Stop using damaged or sticking devices.

Read the instructions before use, keep them and pass them on with the product. Stop immediately if resistance is unusually high and check the stack thickness and staple size.

# 2 Loading and stapling

The drawings show staple orientation and stapling in a schematic cross-section.

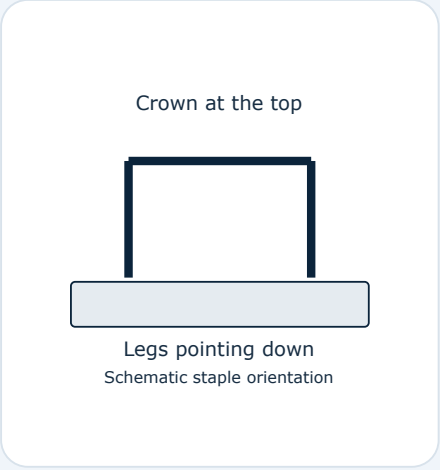
## A · Lift the upper part and reload

**1. Prepare.** Remove the paper. Place the stapler on a stable surface and fully release pressure on the upper part. Do not staple while reloading.

**2. Open.** Hold the base firmly and lift the upper part to access the magazine. Keep fingers away from the stapling opening.

**3. Insert staples.** Insert a suitable staple strip: crown at the top, legs pointing down. Load only one staple series and length. Do not overfill the magazine.

**4. Close.** Lower the upper part in a controlled manner and close the magazine fully. Keep fingers out of the closing area. If there is resistance, check staple alignment; do not force it.



Schematic staple orientation

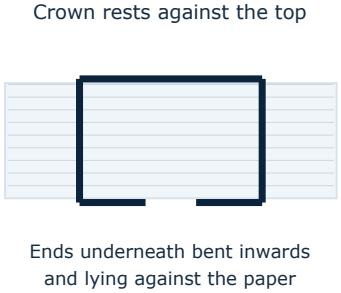
## B · Align and staple the stack

**1. Prepare the stack.** Align the paper edges flush and choose a suitable staple length. Slide the red paper stop to the desired insertion depth.

**2. Insert the paper.** Slide the stack flat under the stapling head as far as the stop. Keep fingers to the side and outside the stapling zone.

**3. Staple.** Press the upper part fully down at its pressure pad with an even motion, then release it. Remove the stack only when the stapling head is raised.

**4. Check the result.** The staple crown lies against the top. Both ends underneath must be bent inwards and lie against the paper. Only then staple further stacks.




**NOTE - Keep the stack still while stapling**

Keep the paper still and do not staple the same spot repeatedly.

# 3 Troubleshooting, care and contact

## Clear staple jams safely

1. Stop stapling immediately and fully release pressure on the upper part. Carefully remove the paper as far as possible without using force.
2. Wear safety glasses. Open the magazine as described on page 3. Remove the staple strip and loose staples; do not staple while doing so.
3. Carefully remove freely accessible loose staples with pliers or tweezers. Do not reach into the stapling head or magazine with your fingers and do not try to clear the jam by repeated operation.
4. If a staple is stuck or the mechanism is blocked, take the device out of service and contact customer service. Do not dismantle the spring or stapling mechanism.

## If the stapling result is poor

Stack not pierced through or staple ends open: check staple size and stack thickness; staple fewer sheets if necessary. Ends too long or unevenly bent: choose a shorter suitable staple and insert the stack straight. Staples not feeding: unload the magazine, remove loose remnants and reload. Stop working if the fault recurs.

## Cleaning, storage and disposal

Empty the magazine before cleaning and do not staple. Clean with a dry cloth and soft brush. Store in a dry place out of the reach of children; hold the base plate when carrying. Collect loose staples safely. Dispose of the device and packaging in accordance with local collection requirements.

## Manufacturer and distributor

**Mario Goetz · oesen-de.de**

Habichtstrasse 22 · 81827 München · Germany

Telephone +49 8121 999 9 771

info@oesen-de.de · www.oesen-de.de

For enquiries: quote item 10428 / BH-S. Product in the shop · Contact