MEP30 document eyelets

Instructions for use and safety information

These **brass-plated document eyelets** have rounded edges. They join pre-punched sheets of paper. When pressed, the shank folds out into a star shape on the reverse side.

Choose the shank length and pack size

Shank length	250 pieces		1,000 pieces	
3.2 mm 2-10 sheets		Item no. **10057** GTIN 4260606879653		Item no. **10298** GTIN 4260606871237
4.2 mm 10-20 sheets		Item no. **10055** GTIN 4260606879905		Item no. **10299** GTIN 4260606871244
5.2 mm 20-30 sheets		Item no. **10056** GTIN 4260606879912		Item no. **10301** GTIN 4260606871251

The sheet counts are guidelines for 80 g/m² copier paper. For card or inserts, the actual stack thickness is decisive. First set an eyelet in a test piece of the same thickness.

CAUTION - Small parts and setting tool

Keep loose eyelets away from small children. Do not reach between the punch and the eyelet holder when punching or setting. After setting, check both sides of the binding. Detailed safety instructions are on page 2.

1 Safety instructions

CAUTION - Risk of swallowing

Eyelets are small parts and can be swallowed. Keep them away from small children. Pick up any dropped eyelets and close the pack after use. Eyelets are not toys.

CAUTION - Crushing, punching and cutting hazards

Hold the material only by its edge when punching and setting. Keep hands and fingers clear of the tool area before operating the lever. Leave the lever at rest while inserting an eyelet or adjusting the stops.

CAUTION - Stability and lever movement

Place the EP30/50 on a stable, level surface. Keep other people clear of the lever's range of movement. Return the lever in a controlled manner after each stroke.

NOTICE - Shank length and tool capacity

Use an eyelet suited to the stack thickness and a tool intended for it. With the EP30/50, punch no more than 20 sheets of paper (80 g/m²) per stroke. Do not apply extra force if the tool jams.

CAUTION - Damage and protruding segments

The eyelets have rounded edges. Do not use bent eyelets or eyelets with burrs. After setting, check the star-shaped folds on the reverse side. If segments are loose or sharp points protrude, stop using the binding.

These instructions describe use with the EP30/50 eyelet press as an example. When using the compatible EP-30 eyelet pliers, follow their instructions for use.

2 Use - preparation and punching

Before you start

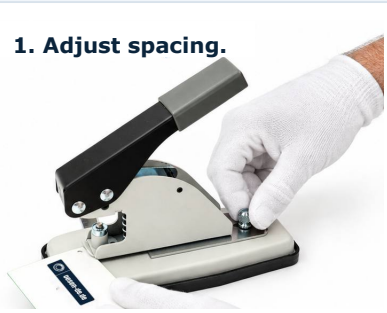


Fig. 2 · Punch above, eyelet holder below

Place the eyelet press on a stable, level surface and check it for visible damage. The punch is at the top, with the eyelet holder below it. Place the eyelet on the holder with its head facing downwards. When the lever is pushed down, the punch presses the eyelet from above, joining the sheets.

1 **Adjust the spacing.**

Use the top-edge stop to set the distance between the hole and the top edge of the paper, adjustable from approx. 0.5 to 1.0 cm. Also set the lateral position with the side stop. This ensures consistent hole positions across multiple documents.



F1

2 **Punch the hole.**

Place the material flush against the top-edge and side stops. Push the lever down evenly. The integrated punch can punch up to 20 sheets of paper (80 g/m² standard copier paper) in one operation.



F2

i **NOTE - Documents over 20 sheets**

Punch thicker documents in several batches without changing the stop settings. This keeps the holes aligned.

2 Use - setting and checking the eyelet

3

Insert the eyelet.

Place the eyelet straight onto the eyelet holder with its head facing downwards (see Fig. 2). Then place the punched material over it so that the shank passes through the hole and the material lies flat. Hold the material only by its edge.



F3

4

Press the eyelet. Done.

Push the lever down with even pressure. This crimps the eyelet and permanently joins the sheets. Then return the lever in a controlled manner.



F4

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Check the result

Remove the document. Check that the eyelet is secure, sits neatly against both sides and that the material is not torn.

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TIP - Set a test eyelet first

Check the stop settings, the eyelet and the result on a test piece first.

3 Storage, disposal and contact

Storing the eyelets

Store the eyelets in a dry place in their closed, labelled pack and out of the reach of children. Keep different shank lengths separate so that the sizes remain identifiable when refilling.

The tool after use

Remove paper scraps with the lever at rest. Wipe the punch, eyelet holder and stops with a dry, soft cloth. For further maintenance, follow the instructions for the tool used.

Disposal

Collect loose or damaged metal eyelets in a closed container. Follow local collection requirements for metal waste. Sort the empty packaging by material.

Manufacturer and distributor

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NOTE - Product enquiries

For enquiries about the MEP30 series, quote the item number on your pack. The table on page 1 lists the item numbers by shank length and pack size.