MS-255 and NI-255 document eyelets

Operating instructions and safety information

These eyelets roll into a ring when set, joining pre-punched sheets of paper and reinforcing the edge of the hole. Both versions are suitable for about 2 to 20 sheets of 80 g/m² copier paper.

MS-255 · brass-plated



Product photo

Item no.	**10054-1**
GTIN	4260606878502
Pack contents	500 pieces

NI-255 · nickel-plated



Product photo

Item no.	**10054-2**
GTIN	4260606878519
Pack contents	500 pieces

Dimensions and material thickness

Length 3.8 mm · Inside Ø 4.0 mm · Outside Ø 6.6 mm

For card, covers or inserts, the thickness of the entire stack is what matters. Set an eyelet in a test piece of the same thickness and check that the head and reverse side sit firmly against the material.

CAUTION - Small parts and setting tool

Keep loose eyelets away from small children. Keep your fingers clear of the punch and eyelet holder when punching and setting. Further safety information is on page 2.

1 Safety information

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 - Stack thickness and tool capacity

Use MS-255 and NI-255 for approx. 2-20 sheets of paper (80 g/m²).
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 - Sharp edges and loose eyelets

Check the rounded eyelet head for burrs. Discard damaged eyelets. After setting, check the rolled rim on the reverse side. Use the binding only if the eyelet is secure and no edge protrudes.

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 - Check material thickness**

For these eyelets, 2 to 20 sheets of copier paper (80 g/m²) is a guideline. For card or inserts, check the actual stack thickness on a test piece.

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

Check the result

Check the reverse side. The rim must form an even, closed ring. The head and ring must sit firmly against the paper. Check the paper for tears.

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 the two versions separate so that you can select the desired finish 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, quote the item number on your pack. You will find it on page 1 next to the relevant product name.