

Bostitch B660-BLACK

Bostitch B660-BLACK No-Jam Premium Desktop Stapler User Manual

Model: B660-BLACK

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1. INTRODUCTION

This manual provides instructions for the safe and efficient use of your Bostitch B660-BLACK No-Jam Premium Desktop Stapler. Please read this manual thoroughly before operating the stapler and retain it for future reference.

The Bostitch B660-BLACK is a full-strip desktop stapler designed for reliable performance, featuring No-Jam technology to prevent staple misfires. It can staple up to 20 sheets of paper and offers versatile stapling options including temporary tacking and a dual clinch system.



Image 1.1: The Bostitch B660-BLACK No-Jam Premium Desktop Stapler in black, shown from a slight angle.

2. SAFETY INFORMATION

- Keep fingers clear of the stapling mechanism during operation to prevent injury.
- Use only standard staples with this device. Using incorrect staples may cause jams or damage.
- Do not attempt to staple materials thicker than the recommended capacity (20 sheets).
- Keep the stapler away from children.
- Do not disassemble the stapler beyond normal maintenance procedures.

3. PACKAGE CONTENTS

Verify that all items are present in the package:

- Bostitch B660-BLACK No-Jam Premium Desktop Stapler (Full-Strip)
- Instruction Manual (this document)

4. SETUP: LOADING STAPLES

To load staples into your Bostitch B660-BLACK stapler, follow these steps:

1. **Open the Stapler:** Lift the top cover of the stapler upwards until it locks into an open position, revealing the staple channel.



Image 4.1: The stapler opened to expose the staple loading channel.

2. **Insert Staples:** Place a full strip of standard staples into the staple channel with the staple points facing downwards.
3. **Close the Stapler:** Gently push the top cover back down until it clicks securely into place.

Your stapler is now ready for use.

5. OPERATING INSTRUCTIONS

5.1 Standard Stapling

To perform standard stapling:

1. Align the papers you wish to staple.
2. Insert the papers under the stapler head, positioning them where you want the staple to be placed.
3. Press down firmly on the stapler head until a staple is driven through the papers.
4. Release the stapler head. The No-Jam technology ensures smooth operation.

5.2 Bulletin Board Tacking

The stapler can be opened for tacking items to bulletin boards or other surfaces:

1. Open the stapler completely by lifting the top cover until it separates from the base.



Image 5.1: The stapler fully opened for tacking functionality.

2. Hold the stapler with the open end facing the surface.
3. Press the stapler head down to drive a staple.

5.3 Dual Clinch System (Temporary vs. Permanent Stapling)

The Bostitch B660-BLACK features an adjustable dual clinch system for temporary (outward) or standard (inward) stapling. The anvil, located on the base of the stapler, can be rotated.

- **Standard (Inward) Clinch:** The default position where staple legs bend inward for a permanent hold.
- **Temporary (Outward) Clinch:** Rotate the anvil 180 degrees to bend staple legs outward, allowing for easy removal without a staple remover.

To adjust, simply rotate the metal plate on the base of the stapler to your desired setting.

5.4 Product Demonstration Video

Watch this video for a visual demonstration of the stapler's features and operation.

Your browser does not support the video tag.

Video 5.1: A product demonstration video showcasing the Bostitch B660-BLACK stapler's features, including loading staples and its No-Jam technology.

6. MAINTENANCE

The Bostitch B660-BLACK stapler requires minimal maintenance to ensure long-lasting performance.

- **Cleaning:** Periodically wipe the exterior of the stapler with a soft, dry cloth to remove dust and debris. Do not use harsh chemicals or abrasive cleaners.
- **Staple Jams:** While designed with No-Jam technology, occasional jams can occur if incorrect staples are used or if stapling beyond capacity. To clear a jam, open the stapler completely and carefully remove any bent or stuck staples from the channel. Ensure the staple pusher moves freely.

7. TROUBLESHOOTING

Problem	Possible Cause	Solution
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Problem	Possible Cause	Solution
Staples are bending or not going through paper.	Too many sheets of paper. Incorrect staple size/type. Staple jam.	Reduce the number of sheets (max 20). Ensure standard staples are used. Clear any staple jams (refer to Maintenance section).
Stapler not firing.	No staples loaded. Staple pusher stuck.	Load a fresh strip of staples. Open the stapler and ensure the staple pusher moves freely.

8. SPECIFICATIONS

- **Model:** B660-BLACK
- **Brand:** Bostitch
- **Stapling Capacity:** Up to 20 sheets of 20 lb paper
- **Staple Type:** Standard staples
- **Operation Mode:** Manual
- **Product Dimensions:** 17.15 cm (L) x 4.45 cm (W) x 6.35 cm (H)
- **Weight:** 220 g
- **Color:** Black
- **Features:** No-Jam Technology, Bulletin Board Tacking, Dual Clinch System

9. WARRANTY & SUPPORT

9.1 Warranty Information

This Bostitch B660-BLACK stapler is covered by a **Limited 1-Year Warranty**. This warranty covers defects in materials and workmanship under normal use. For specific terms and conditions, please refer to the warranty card included with your purchase or visit the official Bostitch website.

9.2 Customer Support

For technical assistance, troubleshooting, or warranty claims, please contact Bostitch customer support. Contact information can typically be found on the product packaging or the official Bostitch website.

Manufacturer Contact Information: Mississauga, ON L5N 7K6, CA

You can also visit the [Bostitch Store on Amazon](#) for more product information and support resources.