

## Bostitch 42100

# Bostitch Office Deluxe 20 Sheet Hand-Held Stapler

Model: 42100

## 1. INTRODUCTION

---

This manual provides instructions for the proper use and maintenance of your Bostitch Office Deluxe 20 Sheet Hand-Held Stapler, Model 42100. Designed for frequent stapling applications, this stapler features durable all-metal construction and an ergonomic design for comfortable use.

### Key Features:

- Soft rubber top cap for enhanced stapling comfort.
- Visual staple reload alert for timely staple replacement.
- Integrated anchor hole for securing the stapler to a desk or countertop.
- Capacity to staple up to 20 sheets of paper.
- Durable all-metal construction with an elegant chrome finish.

## 2. PRODUCT COMPONENTS

---

Familiarize yourself with the main parts of your stapler:



**Image 2.1:** Side view of the Bostitch Deluxe Hand-Held Stapler. This image displays the overall design, including the black rubber top cap and chrome body.

- **Rubber Top Cap:** Provides a comfortable grip and non-slip surface during operation.
- **Staple Reload Window:** A visual indicator that shows the current staple level.
- **Staple Magazine:** Houses the staples.
- **Staple Pusher:** Advances staples into position.
- **Base/Anvil:** The part that clinches the staple.
- **Anchor Hole:** A small opening designed for securing the stapler to a surface (mounting kit not included).



**Image 2.2:** Close-up side view highlighting the visual staple reload alert window, which indicates when staples are running low.



Image 2.3: Bottom view of the stapler, clearly showing the integrated anchor hole for secure mounting.

### 3. SETUP: LOADING STAPLES

This stapler uses a half strip of standard staples (e.g., Bostitch SBS1914CP).

1. **Open the Stapler:** Gently pull the top cap upwards and back until the staple magazine is fully exposed.
2. **Insert Staples:** Place a half strip of standard staples into the staple magazine with the staple points facing downwards.
3. **Close the Stapler:** Push the top cap back down until it clicks securely into place. Ensure the staple pusher is behind the staples.
4. **Check Reload Window:** The visual staple reload window should now indicate a full staple supply.

### 4. OPERATING INSTRUCTIONS

#### 4.1 Basic Stapling

1. **Prepare Documents:** Align the papers you wish to staple, ensuring they are neatly stacked. The stapler can handle up to 20 sheets of standard paper.
2. **Position Paper:** Insert the corner or edge of the paper stack into the stapler's opening, positioning it

where you want the staple to be placed.

3. **Apply Pressure:** Hold the stapler firmly and press down on the rubber top cap with a smooth, even motion until the staple penetrates the paper and clinches underneath.
4. **Release:** Release pressure and remove the stapled documents.

## 4.2 Using the Anchor Hole

The integrated anchor hole allows for securing the stapler to a desk or countertop, preventing misplacement in communal environments. A mounting kit is not included and must be acquired separately.

1. **Select Location:** Choose a stable surface for mounting.
2. **Secure Stapler:** Use appropriate hardware (e.g., screw, bolt) that fits through the anchor hole and securely fastens the stapler to the chosen surface. Ensure the stapler remains functional and accessible after mounting.

## 5. MAINTENANCE

To ensure optimal performance and longevity of your Bostitch stapler, follow these simple maintenance guidelines:

- **Cleaning:** Periodically wipe the exterior of the stapler with a soft, dry cloth to remove dust and debris. Avoid using harsh chemicals or abrasive cleaners.
- **Staple Quality:** Always use high-quality, standard staples (e.g., Bostitch SBS1914CP) to prevent jams and ensure consistent stapling.
- **Storage:** Store the stapler in a dry environment when not in use.

## 6. TROUBLESHOOTING

If you encounter issues with your stapler, refer to the following common problems and solutions:

Problem	Possible Cause	Solution
Staples not penetrating paper	Too many sheets; incorrect staple size; dull staple points.	Reduce sheet count (max 20 sheets); ensure standard staples are used; replace staples.
Stapler jams frequently	Low-quality staples; bent staples; debris in magazine.	Use Bostitch brand or high-quality standard staples; clear any bent staples or debris from the magazine.
Staples not feeding	Staple magazine empty; staple pusher stuck.	Reload staples; ensure staple pusher moves freely.
Staples clinching improperly	Anvil misalignment; worn anvil.	Ensure paper is flat against the anvil; if issue persists, contact support.

## 7. SPECIFICATIONS

Feature	Detail
Model Number	42100
Stapling Capacity	Up to 20 sheets

<b>Feature</b>	<b>Detail</b>
Staple Type	Standard (half strip, e.g., Bostitch SBS1914CP)
Construction Material	All metal with rubber top cap
Color	Chrome/Black
Product Dimensions	4.63 x 1 x 2.44 inches
Weight	5.6 ounces
Special Features	Visual staple reload alert, integrated anchor hole

## **8. WARRANTY AND SUPPORT**

Bostitch products are manufactured to high-quality standards. For specific warranty information, please refer to the documentation included with your purchase or visit the official Bostitch website. For technical support or service inquiries, please contact Bostitch customer service.