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› STAPLES Standard CD Jewel Case (24-Pack) Instruction Manual

STAPLES 30026-CC

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Model: 30026-CC

INTRODUCTION

This manual provides instructions for the STAPLES Standard CD Jewel Cases, model 30026-CC. These cases are designed to protect and organize your compact discs. Each pack contains 24 black plastic jewel cases, each capable of holding one standard CD.

PRODUCT FEATURES

- **Quantity:** Sold as a pack of 24 units.
- **Material:** Constructed from durable black plastic.
- **Capacity:** Each case is designed to hold one (1) CD.
- **Dimensions:** Approximately 0.4 inches deep.
- **Design:** Features a clear plastic top for easy identification of disc labels or inserts.



Image: A collection of STAPLES Standard CD Jewel Cases, demonstrating their open and closed states, highlighting the clear front cover and the black disc tray.

SETUP AND PREPARATION

The STAPLES Standard CD Jewel Cases require minimal setup. They are ready for use directly out of the packaging.

1. **Unpack:** Carefully remove the jewel cases from their packaging.
2. **Inspect:** Before use, inspect each case for any damage that may have occurred during transit.
3. **Prepare Inserts (Optional):** If you plan to use custom artwork or liner notes, prepare them to fit the standard jewel case dimensions. The clear plastic top allows for easy display of these inserts.



Image: The retail packaging for the STAPLES 24-pack of standard CD jewel cases, indicating the quantity and brand.

OPERATING INSTRUCTIONS

Follow these steps to properly insert and remove a CD from the jewel case:

1. **Opening the Case:** Gently lift the front cover of the jewel case from the side opposite the hinge. Avoid excessive force to prevent damage to the hinges.
2. **Inserting a CD:**
 - Hold the CD by its edges to avoid touching the data surface.
 - Align the center hole of the CD with the hub in the jewel case tray.
 - Gently press down on the center of the CD until it clicks securely onto the hub. Do not bend the CD.
3. **Removing a CD:**
 - Place your thumb on the center hub and your index finger on the edge of the CD.
 - Gently press down on the hub with your thumb while lifting the CD from the edge with your index finger. This releases the CD from the hub.
 - Avoid pulling the CD directly upwards without releasing it from the hub, as this can damage the disc or the case.

4. **Closing the Case:** Gently lower the front cover until it clicks shut. Ensure the cover is fully closed to protect the disc from dust and damage.

MAINTENANCE AND CARE

To ensure the longevity of your STAPLES Standard CD Jewel Cases and the discs stored within them, follow these care guidelines:

- **Cleaning:** Wipe the cases with a soft, dry, lint-free cloth. For stubborn smudges, a slightly damp cloth with mild soap can be used, followed by immediate drying. Avoid abrasive cleaners or solvents.
- **Storage:** Store jewel cases in a cool, dry place away from direct sunlight and extreme temperatures. Excessive heat can warp the plastic, and direct sunlight can degrade disc data over time.
- **Handling:** Always handle cases by their edges. Avoid dropping or stacking heavy objects on top of them, as this can cause cracking or breakage.

TROUBLESHOOTING

While STAPLES Standard CD Jewel Cases are simple in design, occasional issues may arise:

- **Case is difficult to open or close:**
Ensure no foreign objects are lodged in the hinge mechanism. If the case is new, the hinges may be stiff and will loosen with gentle use. Avoid forcing the case, as this can cause breakage.
- **CD does not stay on the hub:**
Verify that the CD is properly aligned and pressed down until it clicks into place. If the hub appears damaged or worn, the case may need to be replaced.
- **Case is cracked or broken:**
Plastic jewel cases can crack if dropped or subjected to excessive pressure. Replace any damaged cases immediately to ensure proper protection for your discs.

SPECIFICATIONS

Feature	Detail
Brand	STAPLES
Model Number	30026-CC
Color	Black
Number of Pieces	24 per pack
Item Weight	3.55 Pounds (for the pack)
Item Dimensions (L x W x H)	9.9 x 5.8 x 5 inches (for the pack)
Material	Plastic
UPC	718103000260
ASIN	B0017QO3RC

WARRANTY AND SUPPORT

For information regarding warranty coverage or product support for your STAPLES Standard CD Jewel Cases, please refer to the original purchase documentation or contact STAPLES customer service directly. Contact details can typically be found on the STAPLES official website or on your purchase receipt.

ASK A QUESTION ABOUT THIS MANUAL

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page’s manual context to help answer it.

Name

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Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question