Leitz 02900

Leitz Staple Cartridge 02900 Instruction Manual

Comprehensive guide for the Leitz Staple Cartridge, 40 Sheet Capacity, 1050 Per Pack.

1. PRODUCT OVERVIEW

The Leitz Staple Cartridge 02900 is designed for efficient stapling, offering a 40-sheet capacity with 1050 staples per pack. This cartridge is color-coded for easy identification and is specifically engineered for use with compatible Leitz Heavy-Duty Cartridge Staplers, such as the Leitz 02892 model. It provides a reliable and consistent stapling experience for various office and document binding needs.

Image 1: The Leitz Staple Cartridge 02900, shown in its packaging. This image displays the overall appearance of the product as it would be received.

2. SETUP AND INSTALLATION

To ensure proper function, install the Leitz Staple Cartridge 02900 into a compatible Leitz Heavy-Duty Cartridge Stapler. Follow these steps:

1. **Identify Compatible Stapler:** Ensure your stapler is a Leitz Heavy-Duty Cartridge Stapler, such as model 02892, designed for this type of cartridge.
2. **Open Stapler:** Locate and open the stapler's cartridge compartment. This usually involves pressing a release button or sliding a cover. Refer to your stapler's specific manual for detailed instructions on opening the compartment.
3. **Remove Old Cartridge (if applicable):** If replacing an empty cartridge, carefully remove it from the compartment.
4. **Insert New Cartridge:** Align the new Leitz Staple Cartridge 02900 with the guides inside the stapler's compartment. Gently push the cartridge into place until it clicks or seats firmly. The color-coded end should be visible and correctly oriented.
5. **Close Stapler:** Close the cartridge compartment securely. Ensure it is fully latched before attempting to staple.

3. OPERATING INSTRUCTIONS

Once the staple cartridge is correctly installed, operate your Leitz Heavy-Duty Cartridge Stapler as follows:

1. **Prepare Documents:** Gather the sheets of paper you wish to staple. Ensure they are neatly aligned.
2. **Insert Documents:** Place the corner or edge of the documents into the stapler's throat, positioning them where you want the staple to be placed.
3. **Engage Stapler:** Press down firmly on the stapler handle. The mechanism will drive a staple through the paper and clinch it on the underside.
4. **Verify Staple:** Release the handle and remove the stapled documents. Check that the staple is securely fastened and the papers are bound together.
5. **Capacity:** Do not exceed the maximum stapling capacity of 40 sheets to prevent jams or damage to the stapler and cartridge.

4. MAINTENANCE

The Leitz Staple Cartridge 02900 is a consumable item and requires minimal maintenance. However, proper care of your stapler will ensure optimal performance of the cartridge:

- **Keep Clean:** Periodically clean the stapler's staple path and cartridge compartment to remove any dust, paper debris, or staple fragments that could cause jams. Use a soft, dry cloth.
- **Storage:** Store unused staple cartridges in a cool, dry place, away from direct sunlight and extreme temperatures, to preserve their integrity.
- **Replacement:** Replace the cartridge when staples run out. Do not attempt to refill or modify the cartridge.

5. TROUBLESHOOTING

If you encounter issues while using the Leitz Staple Cartridge 02900, consider the following:

- **Staple Jams:**

  - **Overloading:** Ensure you are not exceeding the 40-sheet capacity. Reduce the number of sheets if necessary.
  - **Improper Insertion:** Verify the cartridge is correctly seated in the stapler. Remove and re-insert if unsure.
  - **Debris:** Check the stapler's staple path for any jammed staples or paper fragments. Carefully remove any obstructions.

- **Staples Not Feeding:**

  - **Empty Cartridge:** The cartridge may be empty. Replace it with a new one.
  - **Incorrect Cartridge:** Ensure you are using the correct Leitz 02900 cartridge for your stapler model.

- **Staples Not Clinching Properly:**

  - **Paper Thickness:** The paper might be too thick for the stapler's mechanism, even if within the sheet count.
  - **Stapler Wear:** If the stapler is old or heavily used, its clinching mechanism might be worn. Consider servicing or replacing the stapler.

6. SPECIFICATIONS

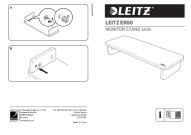| Brand	Leitz
Model Number	02900
Staple Type	Cartridge
Sheet Capacity	40 Sheets
Staples Per Pack	1050
Product Dimensions	3.75 x 0.75 x 5.75 inches
Item Weight	8 ounces (0.5 Pounds)
Compatible With	Leitz Heavy-Duty Cartridge Stapler 02892

7. WARRANTY AND SUPPORT

As a consumable item, the Leitz Staple Cartridge 02900 typically does not come with an extended warranty. However, if you experience any issues with the product upon initial receipt, please contact your retailer or Leitz customer support for assistance. Ensure you retain your proof of purchase.
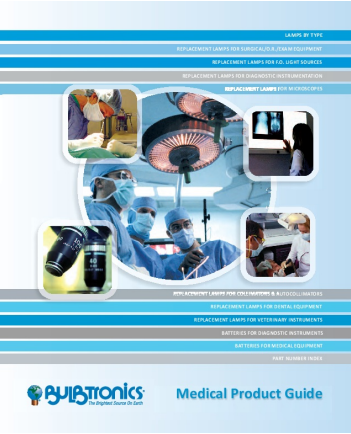
For further support regarding compatible Leitz staplers or other Leitz products, please visit the official Leitz website or consult the documentation provided with your stapler.

Related Documents - 02900

	Leitz Icon Printer User Guide User guide for the Leitz Icon Smart Labeling System printer, covering setup, operation, troubleshooting, and technical specifications.
	Leitz Icon Printer: Uživatelská Příručka pro Tisk Štítků Komplexní průvodce tiskárnou štítků Leitz Icon, pokrývající instalaci, připojení (USB, Wi-Fi), tisk štítků, správu přes Control Panel, údržbu a řešení problémů. Obsahuje technické specifikace a záruční informace.

	Leitz Cosy Wireless Mouse User Manual & Guide Get detailed instructions for your Leitz Cosy Wireless Mouse. Learn about setup, Bluetooth & USB connection, DPI settings, safety, and technical specs. Official user guide.
	Leitz IQ Slim Home Office P4 / IQ Slim Office S P4: Instructions for Use Comprehensive user manual for Leitz IQ Slim Home Office P4 and IQ Slim Office S P4 paper shredders. Learn about specifications, safe operation, maintenance, and troubleshooting for your P-4 security level shredder. Visit Leitz.com for more.
	Leitz Ergo Monitor Stand 6434 Assembly Instructions Detailed assembly guide for the Leitz Ergo Monitor Stand 6434, including a comprehensive parts list, safety warnings, and step-by-step instructions for secure setup.
	Leitz IQ Home P4 Shredder: Instructions for Use User manual and safety instructions for the Leitz IQ Home P4 paper shredder, detailing specifications, operation, and maintenance. Learn about its P-4 security level and 6-sheet capacity.

Documents - Leitz – 02900

Bulbtronics Medical Product Guide: Replacement Lamps & Batteries
Explore the Bulbtronics Medical Product Guide, a comprehensive catalog of replacement lamps and batteries for medical, dental, and scientific equipment. Find solutions for surgical, diagnostic, microscopy, and more, featuring leading brands like OSRAM, Philips, and GE.
lang:en score:21 filesize: 3.99 M page_count: 240 document date: 2010-10-06