Staple Jam Cleaning:

1. Align the staple in the staple slot.
2. Remove the paper and check to see if the staple has been chipped. If not, re-
   place.
3. Repeat the staple operation (with paper in place) ensuring that the handle is
   fully depressed.
4. Remove the papers and check to see if the staple has been chipped. If not, re-
   place.

Unlock the Lever in place.

Stapling:

1. Release Handle.
2. Depress Handle Fully.
4. Depress Handle Fully ensure the staple fully may result in a easily cleared staple jam.
5. Note: Failure to depress the handle fully may result in an easily cleared staple jam.
6. Depress the handle fully. As the handle is depressed fully the clamping arm will
   drop into the base of the unit holding the staple to size and clamping the staple.

2. Load Staples.
1. Open Magazine.

Adjusting Paper Guide:

1. Unlock the paper guide by pressing the release button on the left side of the
   paper guide.
2. Adjust the paper guide by sliding forward or backwards.
3. Lock the paper guide by pressing the lock button on the left side of the
   paper guide.

Loading Staples:

1. Open staple magazine by depressing magazine release button located on the top
   of the stapler. Be sure to hold the handle.
2. Load staples into the magazine.
3. Close magazine until audible "click" is heard.

Use only BOSTITCH S83PH staples.
Emptying Staple Trimming Receptacle:

The BOSTITCH B380HD Extra heavy duty Stapler captures the staple trimmings in the base of the stapler. These trimmings should be emptied every new box of staples.

1. Position stapler over waste basket and remove the trimming receptacle cover.
2. Empty trimmings into waste basket.
3. Replace trimming receptacle cover.

Accessories:

<table>
<thead>
<tr>
<th>SB38HD-1M</th>
<th>Extra Heavy Duty Staples - 1000 ct</th>
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<tbody>
<tr>
<td>SB38HD-5M</td>
<td>Extra Heavy Duty Staples - 5000 ct</td>
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