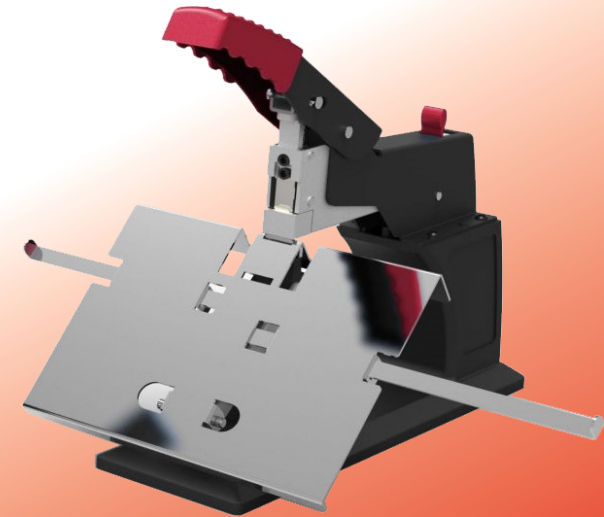




**DESKTOP SINGLE SADDLE /
FLAT STAPLER
HU-GO 110**



INSTRUCTION MANUAL


Email: info@galaxyprintfinishing.com

Telephone: 0161 8832 722

www.galaxyprintfinishing.co.uk

We offer our products around the world which has enabled us to develop partnerships that are benefiting our customers and business partners alike. Supplying mail room and print finishing solutions, we have an extensive range of machines and supplies.

Give us a call today to see how we can help with your mail room and print finishing requirements.



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Envelope Slitters

We provide a range of envelope openers which are suitable for all types of offices. We have basic letter openers through to letter openers with mail extraction systems built in.



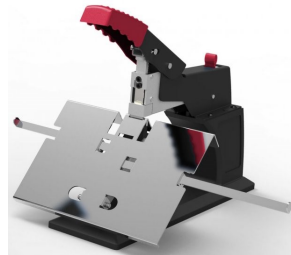
Corner Rounders/Punches/Cutters

Galaxy offers a range of corner rounders, cutters and punches. These can range from the smaller jobs to the more heavy duty applications.

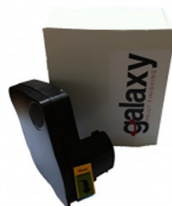


Staplers

Staple with ease with our effortless staplers that are suitable for your stapling needs.

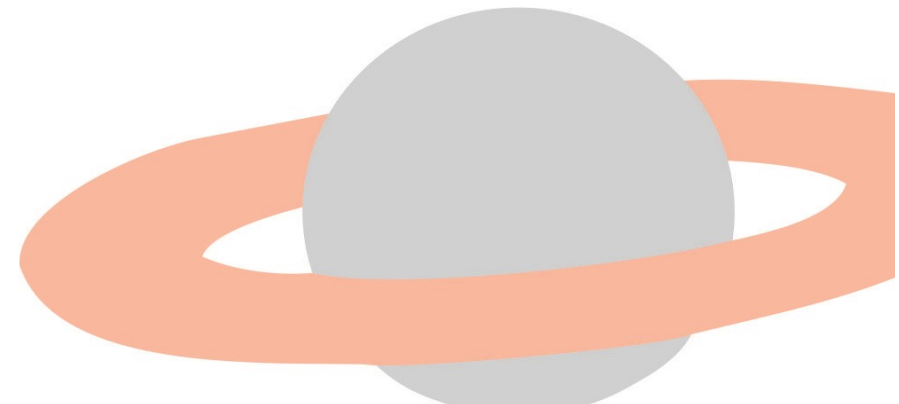


Franking Labels and Inks



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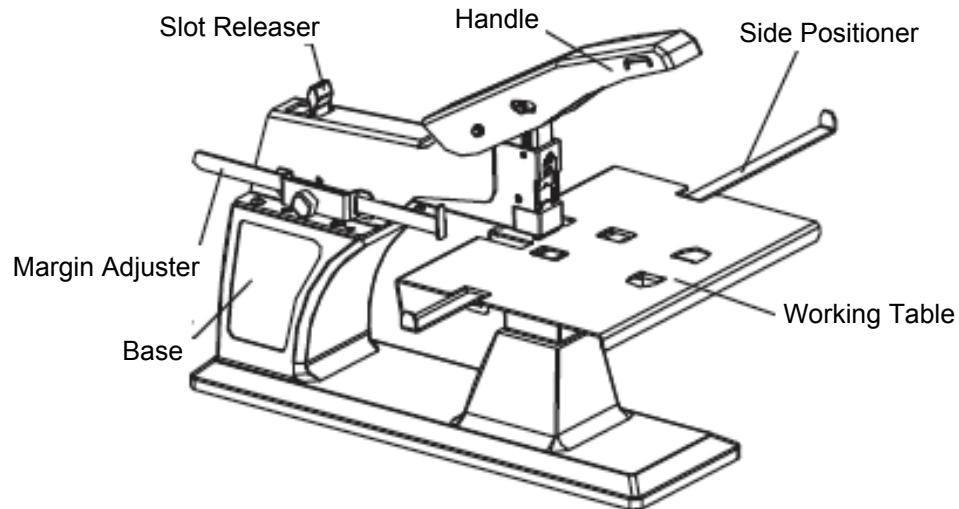


Specifications:

This is one of Galaxy's desk top stapling machines and has many features - some of these consisting of the extreme one finger operation, accurate paper size guides and an easy switch between saddle staple and flat staple. This machine is considered as a great A3, A4 and A5 Booklet maker. This particular stapler has the ability to staple 40 sheets at a time using saddle staples and 60 sheets using flat staples. This machine has movable guides to ensure accurate stapling is consistent. This stapling machine is perfect for all offices as it is reasonably small.

Model:	GALAXY HU-GO 110
Designed for:	Small to Large Offices
Paper Size:	SRA3 A3 A4 A5
Staple Capacity:	Up to 60 sheets flat / up to 40 Sheets saddle - 80gsm
Staple Types:	Saddle and Flat
Staple Used:	24/6 20 sheets - 24/8 sheets 24/10 60 sheets
Automatic:	No
Feed Type:	Hand
Side Guides:	Yes
Average Speed:	2 Staples Booklet - 10 books per min
Speed Controller:	No
Staple heads:	1
Special Features:	Easy to use. One finger stapling
Dimensions:	360 (W) X 550 (D) X 240 (H) mm

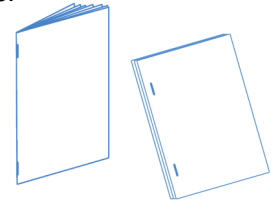
Parts:



Booklet Makers



Our booklet makers are useful for anyone wanting to make stapled booklets, turn an A4 sheet into an A4 sheet into an A5 booklet or an A3 sheet into an A4 booklet. They're very handy for making things like menus, brochures, church service booklets and so on. Offering a low cost solution that drastically improves production, efficiency and quality of finished results.



Business Card Cutters



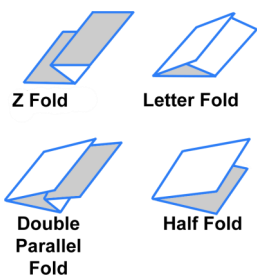
Galaxy provides a wide range of card cutters ideal for business cards, shop tags, postcards and other applications. These are considered perfect for in house low-medium volume runs.

Creasing & Perforating Machines

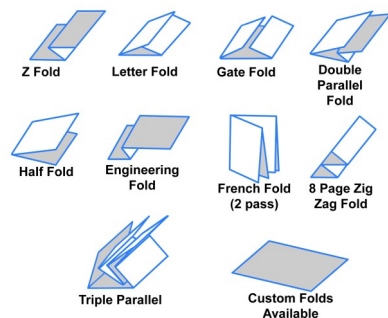


Our card creasing and perforating machines will cater for the smaller user up to the print finishing specialist.

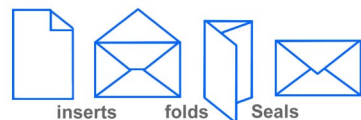
Paper Folding Machines



Pharmaceutical Folding Machines



Folder Inserters



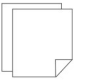


Safety Instructions:

- The Galaxy HU-GO 110 Stapler must be placed on a solid table.
- Keep the machine away from children and pets.
- Keep loose clothing, jewellery and long hair away from all moving parts.
- Do not remove covers. Covers enclose hazardous parts that should only be accessed by an authorised Service Representative.
- Read all instructions before attempting to operate the equipment.
- Use this equipment only for its intended purpose.

Staples Reference:

In the view of the thickness of paper, the following data is subject to the 70gsm plain paper and for reference only.

			
23/6 24/6	1/4"	6mm	20
23/8 24/8	5/6"	8mm	40
23/10 24/10	3/8"	10mm	60

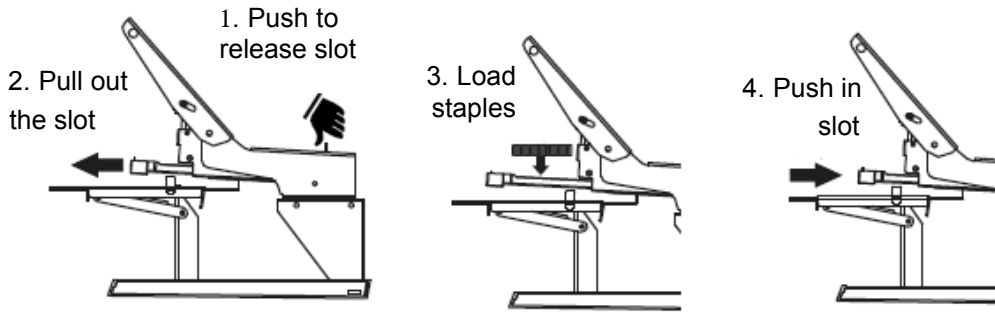
CAUTION:

Only 23/6 — 23/10 and 24/6 — 24/10 staples are suitable for this machine. Using other staples for other models may cause damage to the machine. Unqualified staples will cause bad stapling quality or may result in the machine jamming and getting stuck.

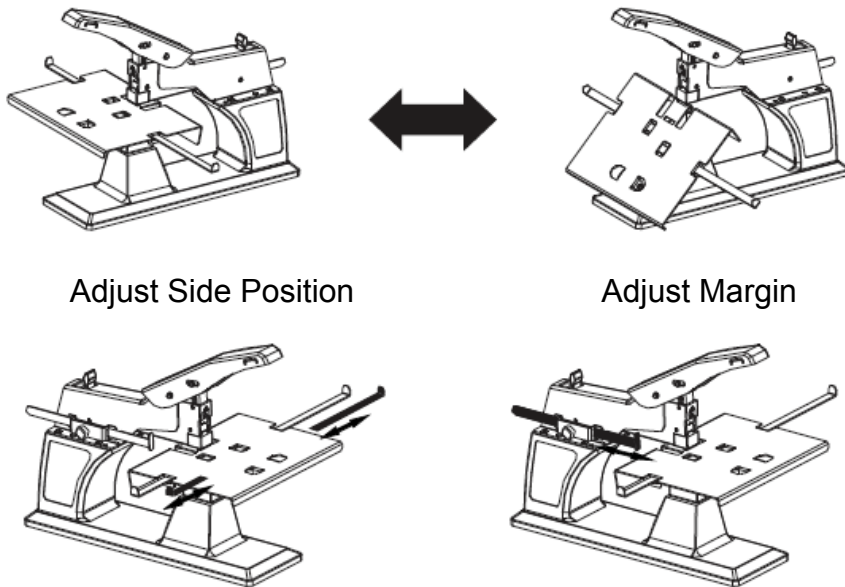
Adjusting the staple depth:

1. Twist the silver adjusting knob anti-clockwise to loosen and release the metal adjuster.
2. Depending on where you want to staple your paper, either push or pull the metal adjuster and twist the adjusting knob clockwise to tighten and secure your positioning.

Loading Staples:



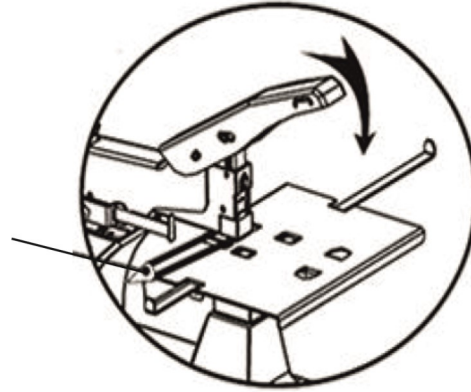
Changing Flat / Saddle:



Troubleshooting:

Staple Jam:

Place a pencil in the directed place and pull down the handle



Staple too short:



Staple too long:

