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Swingline 74005

Swingline 1-Hole Punch Model 74005 Instruction Manual

Model: 74005 | Brand: Swingline

Introduction

This manual provides instructions for the safe and effective use of your Swingline 1-Hole Punch, Model 74005. This durable, all-metal single hole punch is designed for creating 1/4-inch holes in paper, with a capacity of up to 5 sheets at a time. Its compact design and integrated paper chip compartment make it suitable for various environments.

Image: The Swingline 1-Hole Punch in chrome finish, showcasing its classic plier design.

Safety Information

- Keep fingers clear of the punching mechanism during operation.
- Do not attempt to punch materials thicker than the specified capacity (5 sheets of standard paper).
- Keep out of reach of small children.
- Use only for its intended purpose of punching paper.

Package Contents

- 1 x Swingline 1-Hole Punch, Model 74005

Setup

The Swingline 1-Hole Punch requires no assembly. It is ready for immediate use upon removal from its packaging.

Operating Instructions

1. **Prepare Paper:** Gather the sheets of paper you wish to punch. Ensure the stack does not exceed 5 sheets of standard 20 lb bond paper.
2. **Position Paper:** Insert the edge of the paper into the punch opening. Align the paper to the desired punching location.
3. **Punch Hole:** Firmly squeeze the handles of the punch together until the hole is completely cut.
4. **Release and Remove:** Release the handles and carefully remove the punched paper.
5. **Check Capacity:** For optimal performance and clean cuts, avoid exceeding the 5-sheet capacity.

Image: Demonstrating the 5-sheet capacity of the hole punch.

Maintenance

Emptying the Chip Compartment:

The punch features a built-in compartment to collect paper chips. To empty:

1. Locate the hinged compartment at the bottom of the punch.
2. Open the compartment over a waste receptacle.
3. Allow all paper chips to fall out.
4. Close the compartment securely before next use.

Image: The hinged compartment for collecting paper chips, shown open for emptying.

Cleaning:

Wipe the exterior of the punch with a soft, dry cloth as needed to remove dust or smudges. Do not use abrasive cleaners or solvents.

Troubleshooting

Problem	Possible Cause	Solution
Incomplete or ragged holes	Exceeding sheet capacity; dull blade.	Reduce the number of sheets. If problem persists, the blade may be dull, indicating the end of the product's lifespan.
Punch mechanism sticks	Accumulated paper chips; mechanism misalignment.	Empty the chip compartment. Gently work the handles to free any obstruction.

Specifications

Model: 74005

Brand: Swingline

Material: Metal (Chrome finish)

Hole Size: 1/4 inch

Sheet Capacity: Up to 5 sheets of 20 lb paper

Operation: Manual

Dimensions: 5.9"L x 2.7"W x 0.3"H

Item Weight: 1 Ounce

Warranty and Support

For warranty information or product support, please refer to the official Swingline website or contact their customer service department. Specific warranty terms may vary and are typically included with the product packaging or available online.

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