Swingline 747

Swingline 747 Business Stapler Instruction Manual

Model: 747 | Capacity: 30 Sheets | Color: Royal Blue

1. INTRODUCTION

This manual provides comprehensive instructions for the safe and efficient operation, maintenance, and troubleshooting of your Swingline 747 Business Stapler. Please read this manual thoroughly before using the product to ensure optimal performance and longevity.

2. PRODUCT OVERVIEW

The Swingline 747 Business Stapler is an iconic, all-metal desktop stapler designed for durability and reliable performance. It features a jam-resistant inner rail and a low-staple indicator for convenience.

Figure 1: The Swingline 747 Business Stapler in Royal Blue.

Key Features:

- **All-Metal Construction:** Ensures durability and long-lasting use.
- **30 Sheet Capacity:** Fastens up to 30 sheets of paper with ease.
- **Jam-Resistant Inner Rail:** Designed for smooth, consistent stapling.
- **Low-Staple Indicator:** Provides a visual cue when staples are running low.
- **Versatile Functions:** Capable of standard stapling, tacking, and pinning.

3. SETUP

Loading Staples:

1. Gently pull the top cover of the stapler upwards and back until it locks into an open position.
2. Insert a full strip of standard Swingline S.F. 4 Premium Staples (1/4" length legs) into the staple channel.
3. Push the top cover back down until it clicks securely into place.

Figure 2: Loading a strip of staples into the stapler.

Figure 3: Ensure staples are properly seated in the channel.

4. OPERATING INSTRUCTIONS

Standard Stapling:

1. Place the papers to be stapled under the stapler head.
2. Press down firmly on the top of the stapler until the staple penetrates the paper.
3. Release the stapler.

Figure 4: Standard stapling operation.

Tacking Function:

To tack papers to a bulletin board or other vertical surface:

1. Open the stapler by pulling the top cover upwards and back until it separates from the base.
2. Position the open stapler over the item to be tacked.
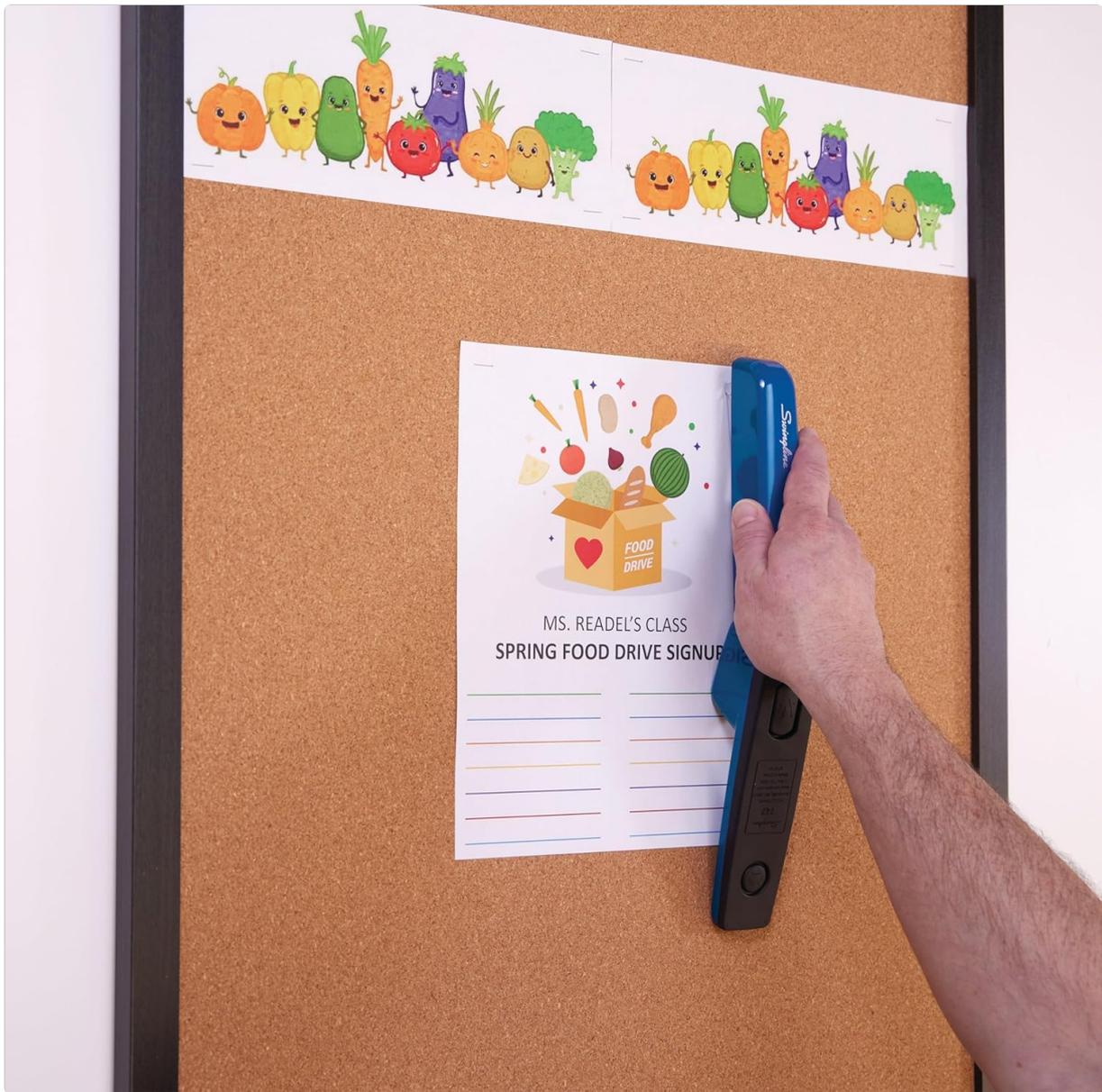3. Press down to drive the staple through the item and into the surface.

Figure 5: Using the stapler for tacking documents to a board.

Pinning Function (Temporary Stapling):

For temporary fastening, the stapler can create pointed staples that are easy to remove:

1. Locate the anvil (the metal plate on the base where the staple clinches).
2. Rotate the anvil 180 degrees to switch from permanent (inward clinch) to temporary (outward clinch) stapling.
3. Staple as usual. The staples will bend outwards, allowing for easy removal without a staple remover.
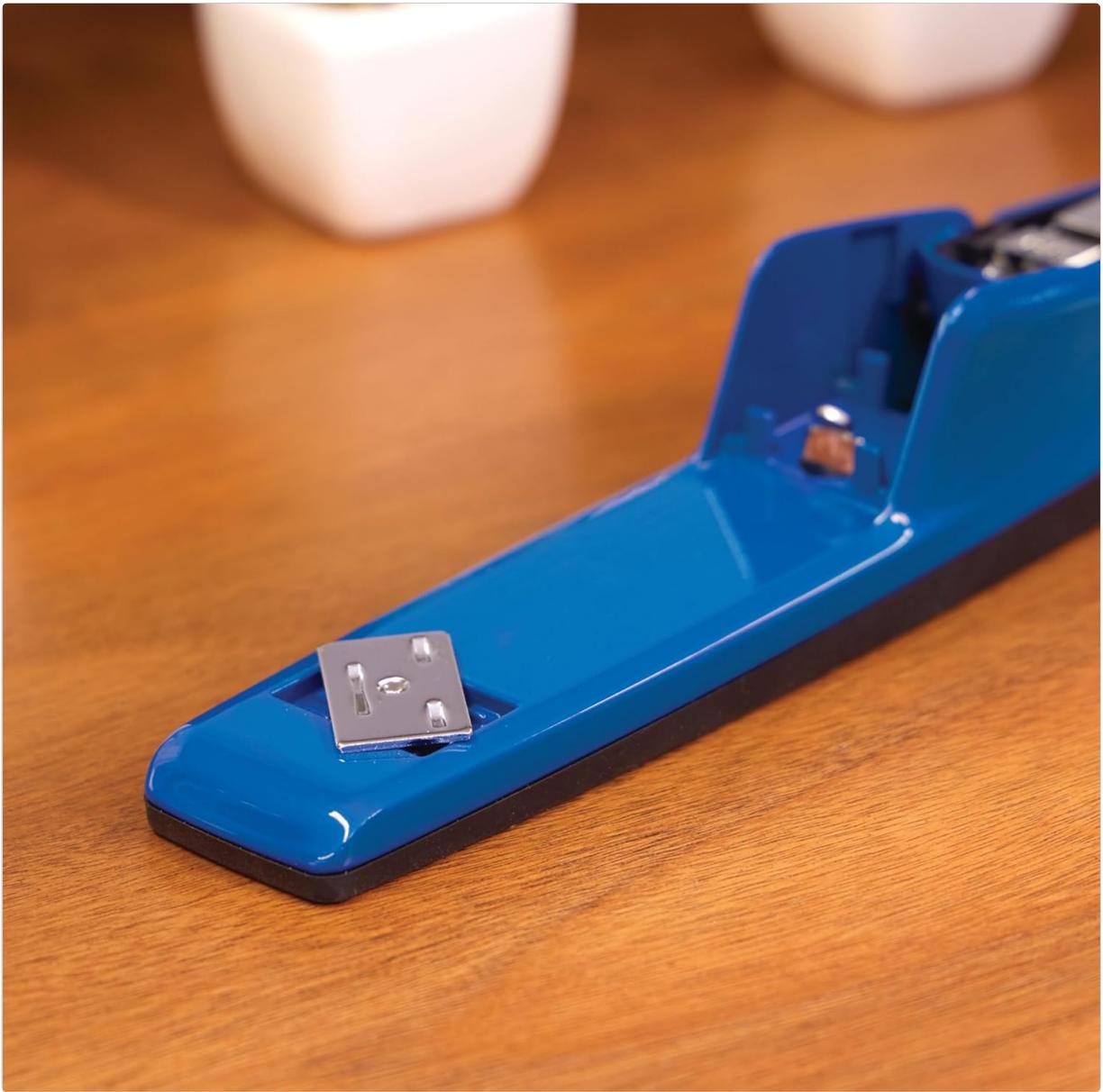
Figure 6: The rotatable anvil for temporary stapling.

Figure 7: Visual comparison of temporary and permanent staple clinches.

Low-Staple Indicator:

A helpful low-staple indicator is integrated into the stapler's design. This visual cue will alert you when the staple supply is running low, indicating it's time for a refill.

5. MAINTENANCE

To ensure the longevity and optimal performance of your Swingline 747 Business Stapler, follow these simple maintenance guidelines:

- Keep the stapler clean and free of dust and debris.
- Use only standard Swingline S.F. 4 Premium Staples to prevent jamming and ensure proper operation.
- Avoid forcing the stapler if it encounters resistance, as this can damage the mechanism.

6. TROUBLESHOOTING

Stapler Jams:

The Swingline 747 is designed to be jam-resistant. If a jam occurs:

1. Open the stapler completely.
2. Carefully remove any bent or misfed staples from the staple channel.
3. Ensure the staple strip is correctly aligned and not damaged.
4. Close the stapler firmly.
5. If the issue persists, ensure you are using the correct type and size of staples (Swingline S.F. 4 Premium Staples).

Staples Not Penetrating Paper:

- Check the number of sheets: The stapler has a maximum capacity of 30 sheets. Exceeding this can prevent proper stapling.
- Verify staple type: Ensure you are using standard 1/4" leg length staples.
- Apply firm, even pressure when stapling.

7. SPECIFICATIONS

Feature	Detail
Brand	Swingline
Model	747 Business Stapler
Color	Royal Blue
Material	Metal
Sheet Capacity	Up to 30 sheets
Staple Type	Standard Swingline S.F. 4 Premium Staples (1/4" leg length)
Staple Capacity	Full strip (210 staples)

8. OFFICIAL PRODUCT VIDEO

Your browser does not support the video tag.

Video 1: Official demonstration of the Swingline stapler's stapling action.

9. WARRANTY AND SUPPORT

Swingline stands behind the quality of its products. The Swingline 747 Business Stapler comes with a 100% performance guarantee and a limited lifetime warranty.
For further assistance, product registration, or to view the full warranty details, please visit the official Swingline website or contact customer support.
Note: Warranty terms and conditions may apply. Please refer to the official Swingline documentation for complete details.