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› Staples 3-Hole Punch (ST26639-CCVS) Instruction Manual

STAPLES ST26639-CCVS

Staples 3-Hole Punch Instruction Manual

Model: ST26639-CCVS

INTRODUCTION

Thank you for choosing the Staples 3-Hole Punch. This manual provides essential information for the safe and efficient use of your new hole punch. Please read these instructions carefully before operation and retain them for future reference. This product is designed for punching paper with a maximum capacity of 15 sheets per use.

SAFETY INFORMATION

- Keep fingers clear of the punching mechanism to prevent injury.
- Do not attempt to punch materials other than paper, as this may damage the device or cause injury.
- Ensure the hole punch is placed on a stable, flat surface during use.
- Keep out of reach of small children.

SETUP

Your Staples 3-Hole Punch comes ready for use with minimal setup required.

1. Remove the hole punch from its packaging.
2. Place the hole punch on a flat, stable surface.
3. Ensure the paper chip tray is securely closed before use.



Image: The Staples 3-Hole Punch in black and silver, ready for use.

OPERATING INSTRUCTIONS

Follow these steps to effectively use your 3-hole punch:

1. **Prepare Paper:** Gather up to 15 sheets of standard paper. Tap the edges of the paper on a flat surface to ensure they are aligned evenly.
2. **Insert Paper:** Slide the aligned paper into the opening of the hole punch until it reaches the back stop. Ensure the paper is centered for proper hole placement.

Nonslip handle



Image: A hand inserting paper into the Staples 3-Hole Punch, highlighting the nonslip handle for comfortable use.

- 3. Adjust Hole Positions (if needed):** The hole punch features adjustable punch heads for precise alignment. To adjust, gently slide the punch heads along the guide bar to your desired position. The standard 3-hole configuration is preset.



Adjustable hole punches for precise alignment

Image: The Staples 3-Hole Punch showing its 11.7-inch length and adjustable punch heads for precise hole alignment.

4. **Punch Paper:** Firmly press down on the handle until the punches go completely through the paper. Release the handle and remove the punched paper.

3-hole punch



15-sheet capacity

Image: The Staples 3-Hole Punch, illustrating its 3-hole design and 15-sheet punching capacity.

MAINTENANCE

Regular maintenance ensures optimal performance and longevity of your hole punch.

1. **Emptying the Chip Tray:** Periodically, the paper chip tray located at the bottom of the punch will need to be emptied. To do this, gently pull open the tray, discard the paper confetti, and then securely close the tray.



Image: A hand demonstrating how to open and empty the paper chip tray from the bottom of the Staples 3-Hole Punch.

2. **Cleaning:** Wipe the exterior of the hole punch with a soft, dry cloth. Do not use abrasive cleaners or solvents.

TROUBLESHOOTING

- **Paper Jams:** If paper becomes jammed, carefully remove all paper from the punch area. Do not force the handle. If necessary, gently pry open the mechanism to clear the jam.
- **Uneven Holes:** Ensure the paper is inserted straight and fully against the back stop. Verify that the adjustable punch heads are securely in place.
- **Incomplete Punch:** Reduce the number of sheets being punched. The maximum capacity is 15 sheets. Ensure you are pressing the handle down completely.

SPECIFICATIONS

Feature	Detail
Brand	STAPLES
Model Number	ST26639-CCVS
Color	Black/Silver
Material	Metal
Operation Mode	Manual
Sheet Capacity	15 sheets
Hole Size	0.28 inches
Item Weight	3.8 pounds

WARRANTY AND SUPPORT

For warranty information or technical support, please refer to the product packaging or contact Staples customer service directly. Keep your purchase receipt for warranty claims.

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Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question

