

swingline stapler model 664xx manual

swingline stapler model 664xx manual is an essential resource for users seeking to understand the features, operation, and maintenance of this reliable office tool. This manual offers detailed guidance on how to efficiently load staples, troubleshoot common issues, and ensure the longevity of the stapler. Whether used in a busy office environment or at home, the Swingline 664xx model combines durability with ease of use, making it a popular choice among professionals. Proper knowledge of the stapler's functions and specifications can greatly improve productivity and reduce downtime caused by jams or misfeeds. This comprehensive article will explore the key aspects covered in the Swingline stapler model 664xx manual, including its specifications, loading instructions, troubleshooting tips, and maintenance recommendations. By understanding these elements, users can maximize the performance of their stapler and maintain consistent stapling quality. The following sections outline the content you can expect when consulting the manual.

- Overview of the Swingline Stapler Model 664xx
- Loading Staples in the 664xx Model
- Troubleshooting Common Issues
- Maintenance and Care Guidelines
- Technical Specifications and Safety Information

Overview of the Swingline Stapler Model 664xx

The Swingline stapler model 664xx is designed to meet the needs of both everyday and professional stapling tasks. Known for its robust construction and smooth operation, this model supports a wide range of staple sizes and is capable of binding multiple sheets efficiently. The manual provides a thorough introduction to the stapler's components, including the base, staple magazine, and anvil, which work together to deliver consistent results. Users will find descriptions of the stapler's ergonomic design features that enhance comfort during extended use. Additionally, the manual highlights the model's compatibility with Swingline staples, ensuring optimal performance and reliability. Understanding the overall design and intended use of the 664xx model is crucial for proper operation and maximizing its lifespan.

Key Features and Benefits

The manual details several prominent features that distinguish the Swingline 664xx stapler from other models. These include:

- Heavy-duty metal construction for durability
- Capacity to staple up to 25 sheets of standard paper
- Easy-load staple magazine for quick reloading
- Non-slip base to maintain stability during use
- Compact size for convenient desktop placement

These features collectively contribute to the stapler's reputation as a dependable office tool that balances power with precision.

Intended Usage

The manual clarifies that the 664xx model is suitable for a variety of stapling tasks, from small document binding to more substantial paper stacks. It emphasizes the importance of using the correct staple size and avoiding overloading to prevent damage. The stapler is recommended for use in corporate, educational, and home office settings, where frequent stapling is required. Proper usage as outlined in the manual ensures consistent performance and reduces the risk of malfunction.

Loading Staples in the 664xx Model

One of the critical sections of the swingline stapler model 664xx manual focuses on the correct procedure for loading staples. Proper loading is essential for smooth operation and to avoid jams or misfires. The manual provides step-by-step instructions accompanied by safety precautions to guide users through the process.

Step-by-Step Loading Instructions

Loading staples into the Swingline 664xx involves the following steps:

1. Hold the stapler firmly and locate the staple magazine release button or latch.
2. Press or slide the release to open the staple magazine smoothly.
3. Insert a strip of compatible staples into the magazine, ensuring the points face downward.
4. Close the magazine securely until it clicks into place, confirming it is locked.
5. Test the stapler by pressing the handle to ensure staples are feeding correctly.

Following these instructions helps maintain the stapler's functionality and prevents damage caused by

improper staple insertion.

Recommended Staples

The manual specifies the types and sizes of staples compatible with the 664xx model. Using manufacturer-recommended staples is important to avoid jamming and maintain optimal performance. Typically, the 664xx accepts standard Swingline staples, which come in various sizes suited for different paper capacities. Users are advised to consult the manual's specifications section to select the appropriate staple size for their stapling needs.

Troubleshooting Common Issues

The swingline stapler model 664xx manual includes a comprehensive troubleshooting guide to address frequent problems encountered during use. By following the recommended solutions, users can often resolve issues without professional repair.

Stapler Jams

Staple jams are the most common problem with any stapler. The manual outlines the steps to clear jams safely:

- Open the staple magazine as described in the loading instructions.
- Remove any bent or stuck staples carefully using a pair of tweezers or a staple remover.
- Check for debris or paper fragments inside the stapler mechanism and clean if necessary.
- Reload staples properly and test the stapler.

Regular maintenance and correct staple loading reduce the frequency of jams.

Stapling Misalignment

Occasionally, staples may not align properly on the paper, causing uneven or incomplete fastening. The manual suggests verifying that the paper is positioned correctly within the stapler throat and that the stapler base is stable. Adjustments to paper placement and ensuring the stapler is on a flat surface can correct alignment issues.

Handle Resistance Problems

If the stapler handle feels excessively stiff or loose, the manual recommends inspecting internal components for wear or obstruction. Lubrication of moving parts with a light machine oil, as advised in the manual, can restore smooth operation. Persistent resistance issues may require professional servicing.

Maintenance and Care Guidelines

Proper maintenance is vital for prolonging the life of the swingline stapler model 664xx. The manual provides detailed care instructions to keep the stapler functioning optimally over time.

Routine Cleaning

Regular cleaning prevents buildup of dust, paper particles, and dried lubricant that can impair performance. The manual advises wiping the stapler exterior with a soft cloth and using compressed air to remove debris from internal areas. Avoid using harsh chemicals that could damage the finish or internal mechanisms.

Lubrication Recommendations

Lubricating the stapler's moving parts ensures smooth operation and reduces wear. The manual specifies the type of lubricant to use and the frequency of application. Typically, a drop of light machine oil on the hinge and staple driver components once every few months is sufficient for maintenance.

Storage Tips

When not in use, storing the stapler in a dry, dust-free environment prevents corrosion and contamination. The manual suggests keeping the stapler in an upright position and away from direct sunlight or extreme temperatures to preserve its condition.

Technical Specifications and Safety Information

The swingline stapler model 664xx manual concludes with detailed technical data and safety guidelines. This section is essential for understanding the stapler's operational limits and ensuring safe usage.

Technical Specifications

The manual lists key specifications including:

- Stapling capacity: up to 25 sheets of 20 lb paper
- Compatible staple sizes: standard 1/4-inch (26/6) to 1/2-inch (23/13)
- Stapler dimensions and weight
- Material composition: primarily metal with plastic components

- Operating mechanism: manual lever action

These specifications guide users in selecting the right staples and understanding the machine's capabilities.

Safety Precautions

The manual emphasizes safety precautions to prevent injury and damage:

- Keep fingers away from the staple exit point during operation.
- Do not attempt to staple materials beyond the recommended thickness.
- Use only approved staples to avoid jams and mechanical failure.
- Operate the stapler on a stable, flat surface to prevent slipping.
- Keep the stapler out of reach of children when not in use.

Adhering to these safety guidelines ensures safe and effective use of the stapler.

Frequently Asked Questions

Where can I find the Swingline stapler model 664xx manual?

The Swingline stapler model 664xx manual can typically be found on the official Swingline website under the support or resources section, or by searching for 'Swingline 664xx manual PDF' online.

What are the basic operating instructions for the Swingline stapler model 664xx?

To operate the Swingline 664xx stapler, load staples into the magazine, align the paper stack under the stapler head, and press down firmly on the stapler handle to staple the papers together.

How do I reload staples in the Swingline stapler model 664xx?

To reload staples, pull out the magazine from the stapler base, insert a strip of compatible staples into the magazine, then slide the magazine back into the stapler until it clicks into place.

What type of staples does the Swingline 664xx use?

The Swingline stapler model 664xx uses standard 1/4 inch (26/6) staples, but it's best to consult the manual for the exact staple size recommendations.

How can I troubleshoot staple jams in the Swingline 664xx stapler?

To fix staple jams, open the stapler magazine, carefully remove any bent or stuck staples, ensure the staple strip is properly aligned, and reload if necessary. Refer to the manual for detailed troubleshooting steps.

Is the Swingline stapler model 664xx suitable for heavy-duty stapling?

The Swingline 664xx is designed for medium to heavy-duty stapling tasks, typically handling stacks of up to 20-25 sheets of paper, but check the manual for exact capacity limits.

Can I order replacement parts for the Swingline stapler model 664xx?

Yes, replacement parts such as springs, magazine covers, and staples for the Swingline 664xx can be ordered through Swingline's official website or authorized dealers. The manual may provide part numbers for easy reference.

Additional Resources

1. *Mastering Your Swingline Stapler Model 664xx: A Comprehensive User Guide*

This book offers an in-depth look at the Swingline Stapler Model 664xx, covering everything from basic setup to advanced maintenance. It includes step-by-step instructions, troubleshooting tips, and best practices to ensure optimal stapler performance. Ideal for both first-time users and experienced office professionals.

2. *The Complete Maintenance Manual for Swingline Staplers*

Focused on prolonging the life of your Swingline stapler, this manual provides detailed maintenance routines, cleaning techniques, and repair advice. It emphasizes preventative care and includes diagrams to help users understand the internal components of the Model 664xx. A must-have for office managers and repair technicians.

3. *Office Equipment Essentials: Operating Your Swingline Stapler Model 664xx*

Designed for office workers, this book simplifies the operation of the Swingline 664xx stapler and other similar office tools. It highlights productivity tips, safety measures, and common issues with quick fixes. The guide enhances efficiency in everyday office tasks.

4. *Troubleshooting and Repair for Swingline Staplers*

This practical guide focuses on diagnosing and fixing common problems encountered with Swingline staplers, including model 664xx. It features a clear, easy-to-follow format with illustrations and repair checklists. Perfect for users who want to avoid costly professional repairs.

5. *Office Staplers: History, Models, and Manuals*

Explore the evolution of office staplers with this comprehensive book covering various models, including the Swingline 664xx. It provides historical context, design innovations, and user manual excerpts to give readers a broad understanding of stapler technology. Great for enthusiasts and collectors.

6. *The Ultimate Guide to Swingline Stapler Accessories and Upgrades*

This book details compatible accessories and upgrades for the Swingline 664xx stapler, enhancing its

functionality and convenience. It includes advice on selecting staples, replacement parts, and optional add-ons. Helpful for users looking to customize their stapler setup.

7. Ergonomics and Efficiency: Using the Swingline Stapler Model 664xx in the Workplace

Focusing on ergonomic use, this guide explains how to minimize strain and maximize efficiency when using the Swingline 664xx stapler. It discusses proper hand positioning, workspace setup, and usage frequency recommendations. Valuable for workers who use staplers regularly.

8. DIY Office Equipment Repairs: Swingline Stapler Edition

This hands-on manual empowers users to perform their own repairs on Swingline staplers, including the 664xx model. It provides tools lists, safety guidelines, and repair walkthroughs, making it accessible even for those with limited technical experience. Ideal for DIY enthusiasts.

9. Quick Reference Manual: Swingline Stapler Model 664xx

A concise and easy-to-carry manual, this book provides quick-reference information for the Swingline 664xx stapler. It covers essential operating instructions, troubleshooting tips, and maintenance reminders. Perfect for keeping at your desk for immediate assistance.

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