

Swingline Compact Desk Stapler - 78911

Instruction Manual



Provided by

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When Image Matters.

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When choosing a stapler, consider where and by whom it will be used.

FREQUENT USERS

should consider reduced effort models for easy operation.

SHARED OR HIGH-VOLUME

environments benefit from electric models.

THICK STACKS OR HIGH CAPACITY

jobs require a heavy duty, high-performance stapler.

Everyday Reduced Effort Manual Staplers

The ultimate in ease and simplicity for everyday stapling tasks; up to 50% less effort than traditional staplers. Great for frequent use.

Capacity: 2 to 70 sheets

Consider this when choosing:

- Easier to use than standard staplers
- Jam Free operation



Manual/Grip Staplers

Durable traditional operation for everyday work, home, school or small office needs.

Capacity: 2 to 70 sheets

Consider this when choosing:

- Traditional metal desk models provide long-term performance
- Flat-clinch stapling option for flatter stacking



Electric Staplers

Great for effortless stapling everyday or for use in shared environments.

Capacity: 2 to 70 sheets

Consider this when choosing:

- Manual and/or automatic stapling activation
- Jam Free operation



Heavy Duty Staplers

Perfect for shared workspace or high capacity use.

Capacity: 2 to 210 sheets

Consider this when choosing:

- Paper adjustment guides for precise stapling location
- Up to 50% less effort with low force models
- Flat-clinch stapling option for flatter stacking



Don't Forget the Staples and Removers

If your stapler jams frequently, you might be using the wrong staples. Be sure to purchase the correct staples by following the manufacturer's recommendations for staple selection.

