To: Customers of the Document Fastener  
From: Garrett Wade Customer Service

To operate the Document Fastener:

- Punch a hole through the document pages with the hole cutter located on the top of the fastener.
- The sliding fence can be adjusted and set to insure consistent margins from the edge of the document.
- Turn the fastener over. Place an eyelet (stem up) on the post. Squeeze the fastener shut.
- The stem of the eyelet will flatten out, fastening the pages securely.

Additional eyelets are available:

One Pack (250) of Eyelets  25S07.03  
Six Packs of Eyelets  25S07.10  

Garrett Wade Customer Service

For further assistance, call the Garrett Wade Technical Department at 800 221 2942, or email us at mail@garrettwade.com