



Garrett Wade

Technical Memo T46

Re: 25S07.02

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

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