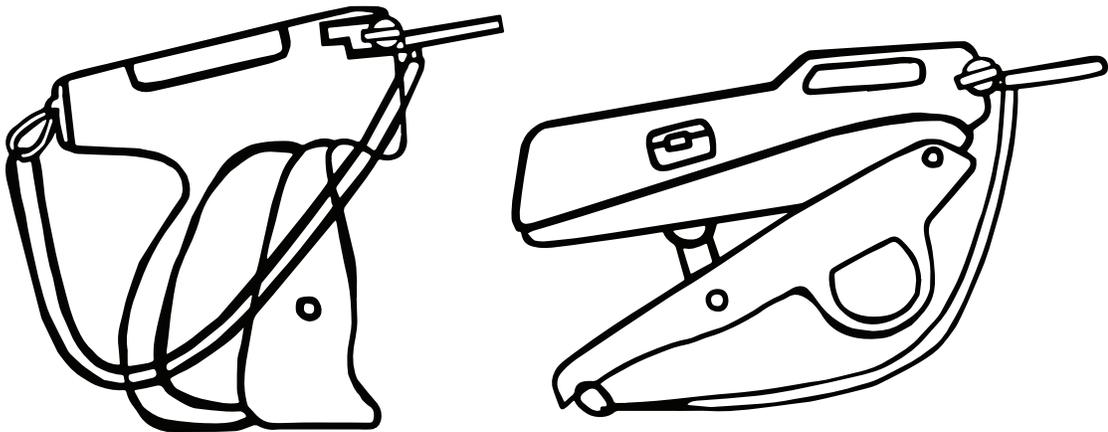




**AVERY  
DENNISON**

**Swiftach® Systems**

# **Operating & Safety Instructions for Hand Held Tagging Tools**



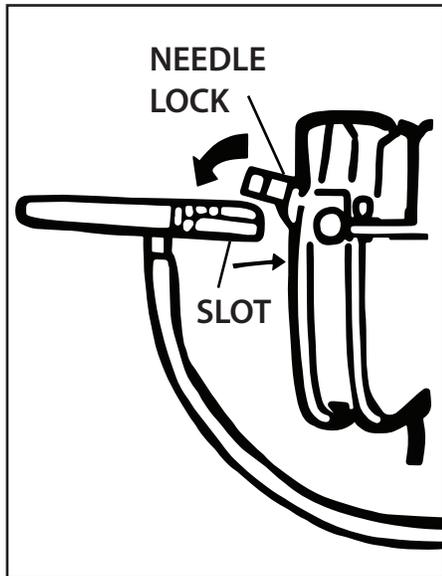
**WARNING: BEFORE USING TOOL, READ IMPORTANT  
NEEDLE SAFETY PROCEDURES ON BACK COVER.  
SAVE THESE INSTRUCTIONS WHERE TOOL IS STORED.**

**U.S. Patents**

**IMPORTANT NOTE: It is recommended that the user test the tagging system on each fabric to be tagged because different fabrics require different tagging fasteners and needles.**

# OPERATING INSTRUCTIONS

## Installing & Removing Needles



### To install needle

1. Place needle guard over the needle.
2. Place the tool on its side, with the needle lock facing upwards.
3. Turn the pointed needle lock towards the front of the tool.
4. Turn the tool over.
5. Insert needle with its long slot running parallel to the slot in the tool.
6. Once in place, turn the needle lock back towards the rear of the tool. Rotate until horizontal to lock.

### To remove the needle\*

1. Place needle guard over the needle.
2. Position the tool on its side, with the needle lock facing up.
3. Turn the pointed needle lock towards the front of the tool.
4. Slide the needle out of the tool.
5. Dispose of needle in a biohazard-sharps container.

\*For contaminated needles, see safety procedures on back cover.

## **Loading Fasteners**

### **To load fasteners**

1. Insert the end of the round connecting bar on the fastener clip into the round guide slot at the top of the tool.
2. Gently push the fastener clip into the guide as far as it will go and tool is ready for use.

### **To remove a partially used clip**

#### **PISTOL GRIP TOOL**

Fully depress the trigger and remove the clip by pulling upwards.

\* Always depress the trigger when removing a clip of fasteners from the tool.

Failure to do so may cause the tool to jam.

#### **SCISSOR GRIP TOOL**

Push the release button, located on the side of the tool, down and forward and remove the clip by pulling upwards.

## **Attaching Fasteners**

### **To attach fasteners**

1. Insert the needle through the hole in the tag.
2. Insert the needle through the garment.
3. Hold the material firmly against the front of the tool and squeeze, the trigger.
4. Release the trigger.
5. Withdraw the needle and tool from the garment.
6. Tag and attachment will be securely fastened to garment.
7. Always use the needle guard when tool is not in use.

## **TOOL REPAIRS**

**Avery Dennison Repair Center** 224 Industrial Rd., Fitchburg, MA 01420

A check, money order or credit card billing information (card number, expiration date, name on card, type of card, and billing address of card holder) for \$9.95 per tool must accompany all Avery Dennison Swiftach tools returned for repair. Tools returned without payment will be returned unrepared.

**REMOVE NEEDLE BEFORE RETURNING TOOL FOR REPAIR**

# SAFETY INSTRUCTIONS

## IMPORTANT SAFETY INSTRUCTIONS!

Read and understand all instructions before using the hand tools.  
Follow all warnings on product and instructions.

---

## WARNING

---

Needle sticks can transmit life-threatening diseases if tools are shared. Use only your own tool and needle.  
Protective tagging gloves recommended.  
Immediately discard any needle that sticks you (see instructions).

---

### To discard a contaminated needle immediately:

1. Use adhesive bandage to remove contaminated needle, to avoid contaminating need guard.
2. Dispose of needle and bandage in an approved Biohazard-Sharps container.\*

### To reduce the chance of needle sticks:

1. Use a protective tagging glove while tagging.\*\*
2. Put needle guard on needle when not in use, and when installing or removing uncontaminated needles.

### Following these warnings are important, because:

1. Invisible traces of infected blood can remain on the needle for days after a needle stick.
2. Someone else could use your hand tool by mistake.
3. A contaminated needle can infect the next person who gets stuck, transmitting HIV, Hepatitis, or other bloodborne diseases.

\* For details, see OSHA 3127 and 29 CFR 19101030

\*\* Call for supplier information on protective tagging gloves.

---

Fastener Division  
224 Industrial Rd.  
Fitchburg, MA 01420  
800-225-5913

