

How to replace the staple cartridges

Introduction

The following information provides instructions to replace the staple cartridges in the printer inner finisher, the stapler/ stacker finisher, and the booklet finisher.



Remove and replace the staple cartridge in the inner finisher

1. Open the inner finisher front door.

2. Grasp the colored tab on the staple cartridge carriage, and then pull the staple cartridge carriage straight out.

3. Lift two tabs on the staple cartridge, and then lift up to remove the empty staple cartridge from the staple cartridge carriage assembly.

IMPORTANT: Do not discard the staple cartridge carriage. It must be reused with the new staple cartridge.





4. Insert the new staple cartridge into the staple cartridge carriage.

5. Reinstall the staple cartridge carriage into the stapler by pressing the colored handle inward until it snaps into place.

6. Close the inner finisher front door.







Remove and replace the staple cartridge in the stapler/stacker finisher

1. Open the finisher front door.

2. Rotate the knob counterclockwise to move the staple cartridge assembly all the way to the front.

3. Hold the knob to immobilize the staple cartridge assembly, grasp the colored tab on the staple cartridge carriage, and then pull the staple cartridge carriage straight out.









4. Lift two tabs on the staple cartridge, and then lift up to remove the empty staple cartridge from the staple cartridge carriage assembly.

IMPORTANT: Do not discard the staple cartridge carriage. It must be reused with the new staple cartridge.

5. Insert the new staple cartridge into the staple cartridge carriage.



6. Hold the knob to immobilize the staple cartridge assembly, insert the new staple cartridge into the assembly, and then press the colored handle inward until it snaps into place.

7. Close the finisher front door.





Remove and replace the staple cartridges in the booklet finisher

1. Open the finisher front door.

2. Pull out the booklet finisher assembly until it stops.

3. Pull the colored tabs away from the assembly, and then pull them up remove the two staple cartridges.

4. Push in the two blue tabs, and then lift up to open the top of the staple cartridge carriage.



5. Lift two tabs on each staple cartridge, and then lift up to remove the empty staple cartridges from the staple cartridge carriages.

IMPORTANT: Do not discard the staple cartridge carriages. They must be reused with the new staple cartridges.

6. Insert the new staple cartridges into the staple cartridge carriages.

7. Reinstall the two staple cartridge carriages into the booklet maker by pressing the colored handles until they snap into place.









8. Slide the booklet assembly into the finisher.



