



## Load staples

[Load staples in the stapler/stacker or the stapler/stacker with hole punch accessory](#)

[Load staples in booklet maker accessory](#)

If the stapler/stacker or booklet maker runs out of staples while it is stapling a print job, the product automatically stops, if set to stop when out. If the product is set to continue when out, the product will continue to print without stapling.

Only replace the staple cartridge when the stapler/stacker or booklet maker has run out of staples. Removing the staple cartridge at other times can cause an error to occur.

When the stapler/stacker or booklet maker runs out of staples, the stapler unit will return to its default position automatically.

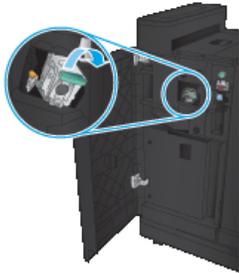
### Load staples in the stapler/stacker or the stapler/stacker with hole punch accessory

The procedure to load staples for the stapler/stacker is the same as for the staple/stacker with hole punch. Only staple/stacker with hole punch is shown here.

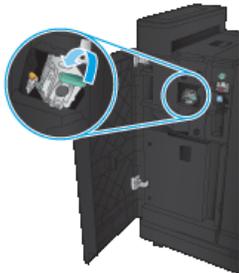
1. Open the front door of the stapler/stacker with hole punch accessory.  
**1: Open the door**



2. Pull the staple cartridge up and out to remove it.  
**2: Remove the staple cartridge**



3. Insert the new staple cartridge into the opening. Press down on the top of the staple cartridge until it clicks into place.  
**3: Insert the staple cartridge**



4. Close the front door.  
**4: Close the door**

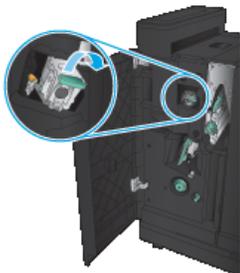


## Load staples in booklet maker accessory

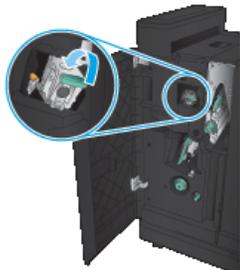
1. Open the front door of the booklet maker.  
**5: Open the door**



2. Pull the staple cartridge up and out to remove it.  
**6: Remove the staple cartridge**



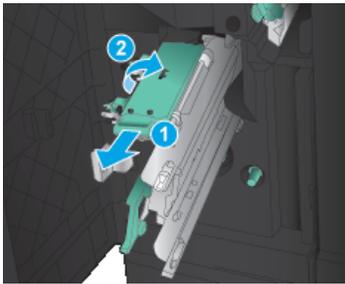
3. Insert the new staple cartridge into the opening. Press down on the top of the staple cartridge until it clicks into place.  
**7: Insert the staple cartridge**



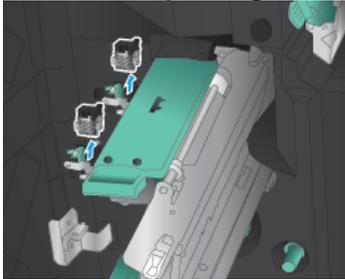
4. Grasp the green handle, and pull the saddle-stitch carriage out.  
**8: Pull out the staple carriage**



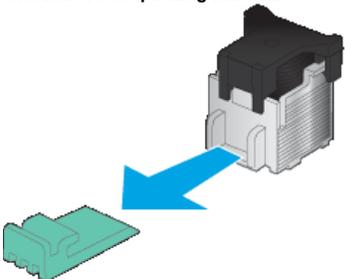
5. Pull the green handle of the stapler unit toward you and rotate it upward. Push the handle in to lock in the open position.  
**9: Lift the staple cartridges**



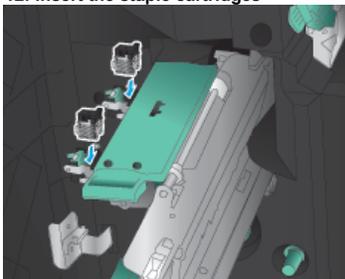
6. Grasp the edges of each staple cartridge and firmly pull up to remove the staple cartridges from the staple cartridge unit.  
**10: Remove the staple cartridges**



7. Unpack the new cartridges and remove the plastic packing lock from each one.  
**11: Remove the packing material**



8. Insert the staple cartridges.  
**12: Insert the staple cartridges**



9. Pull the handle of the stapler unit toward you and rotate it downward to its original position. Push the handle in to fully close the stapler unit.  
**13: Lower the staple cartridges**



10. Push the saddle-stitch carriage into the booklet maker.

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If the saddle-stitch carriage does not freely slide into the booklet maker, the stapler is not closed properly. Open and close the stapler again.

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**14: Push in the staple carriage**



- 11. Close the front door of the booklet maker.  
**15: Close the door**

