

# **Changing Staples**

This document explains how to change all staples in your photocopier.

Please select from the list below which staples you wish to change.

**STAPLE 2400 – Used for corner stapling and double staple on edge.**

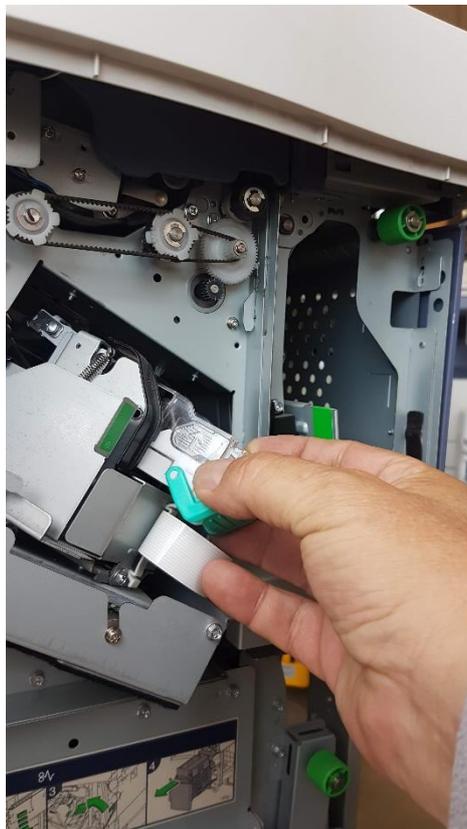
**STAPLE 3100 – Used for booklets.**

**STAPLE 2400 – Used for corner stapling and double staple on edge.**

**1 - Open Finisher Top Cover**



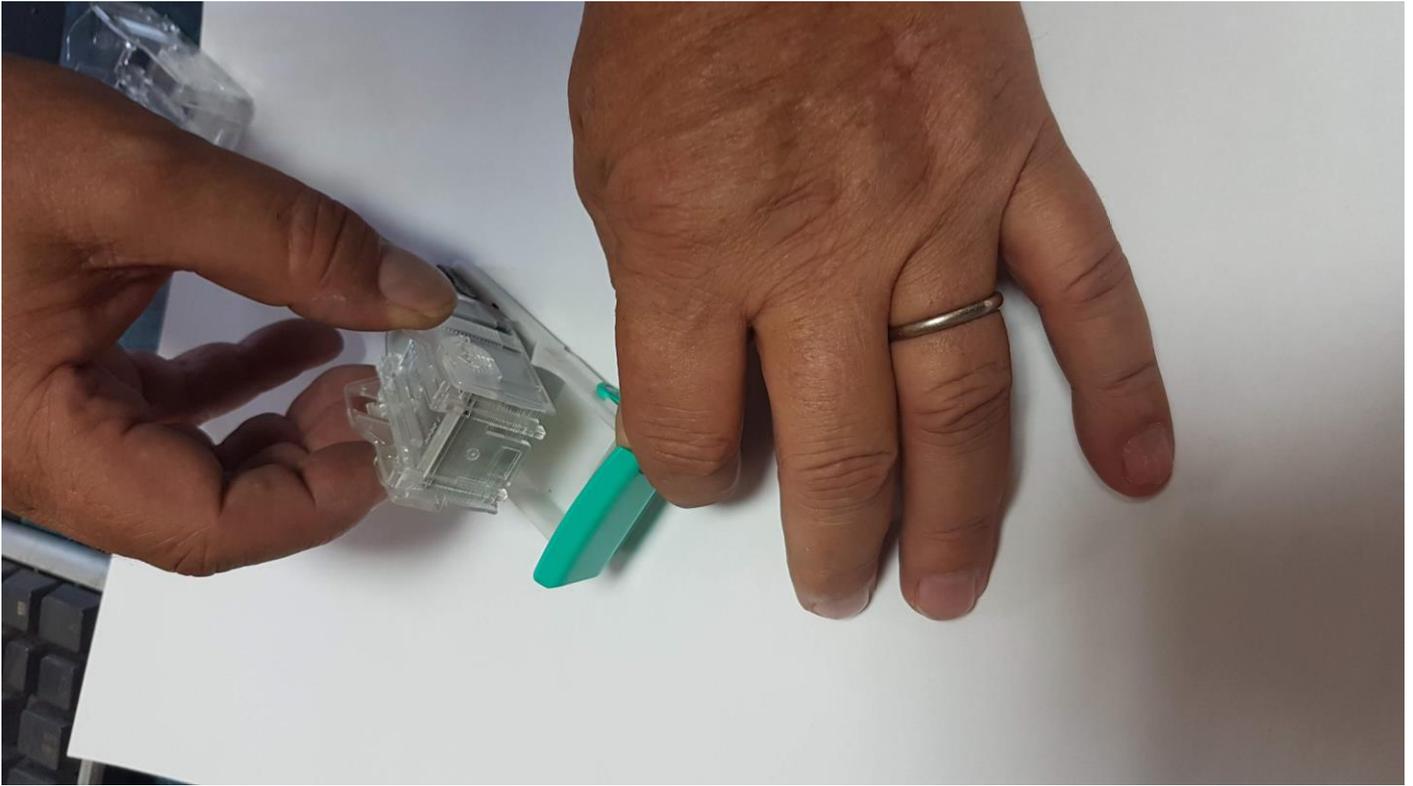
**2 - Remove Staple Cartridge**



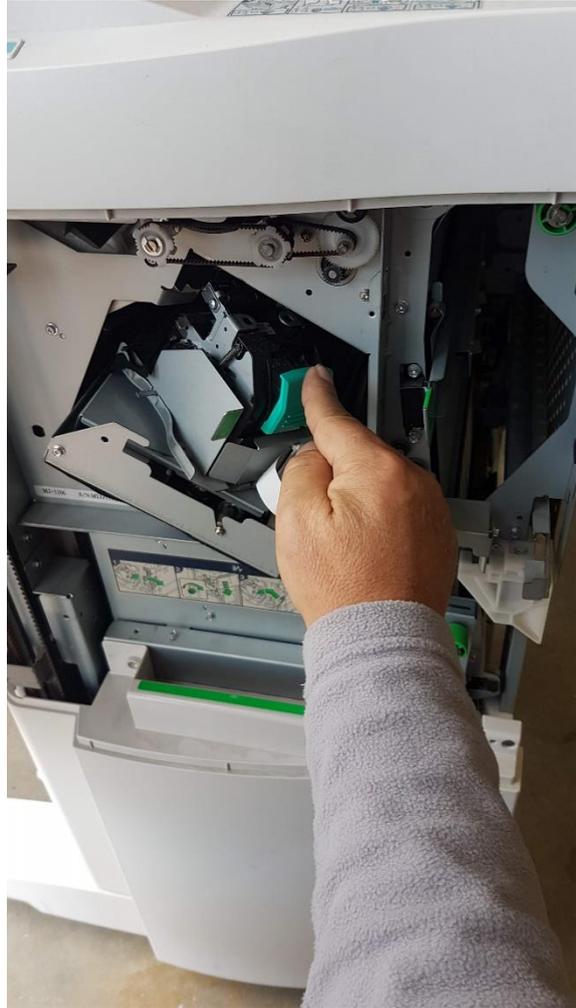
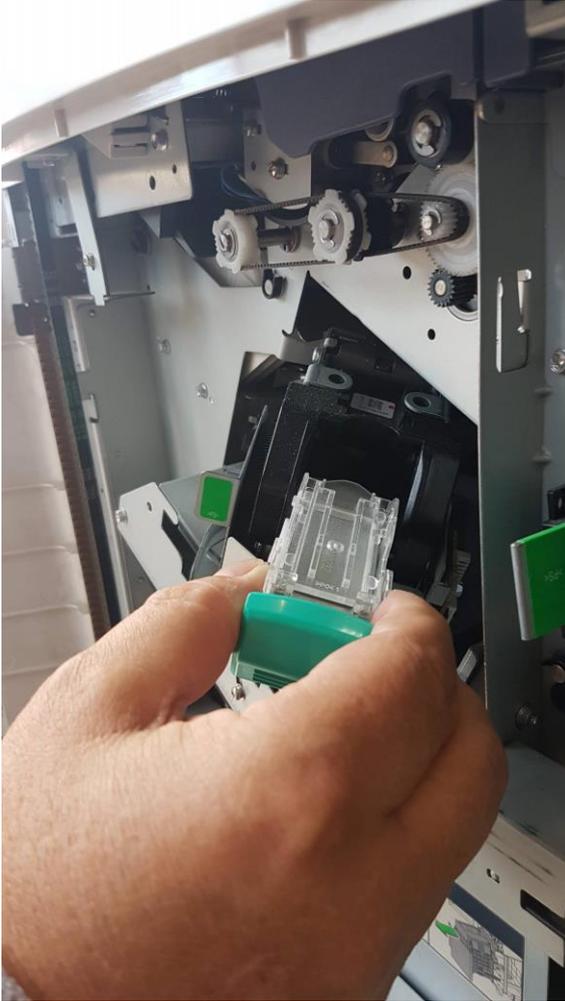
### 3 - Remove Empty Staple Carrier



#### 4 - Install Full Staple Carrier



## 5 - Replace Staple Cartridge



## 6 - Close Cover

ALL DONE

**STAPLE 3100 – Used for booklets.**

**1 - Open Finisher Top Cover**



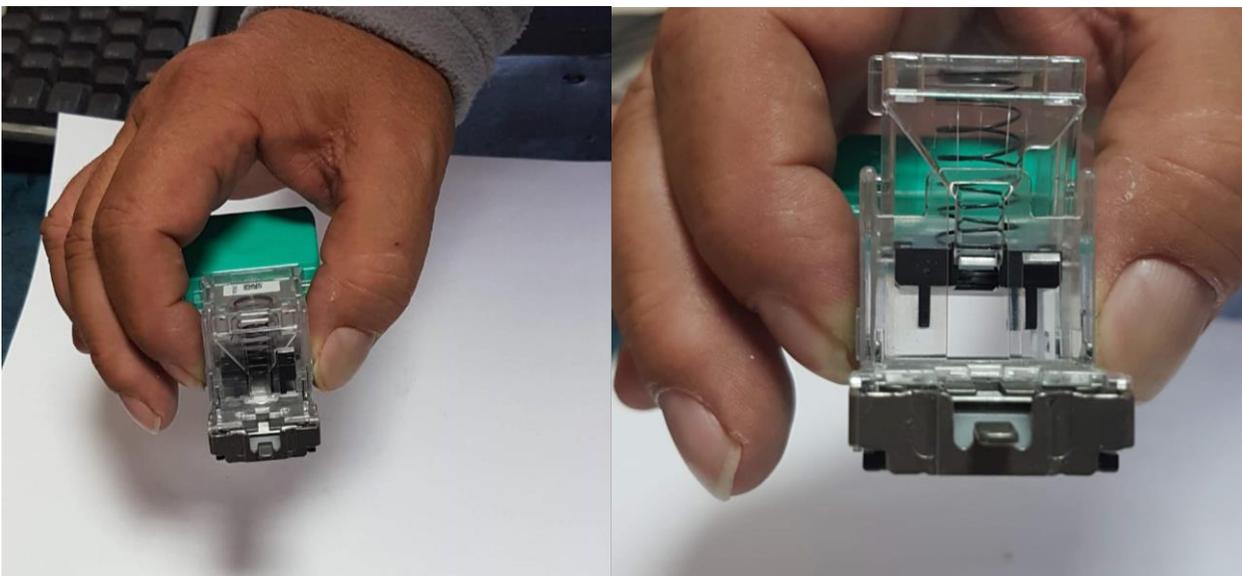
**2 – Open Saddle Stitch Section**



### 3 – Remove First Staple Cartridge

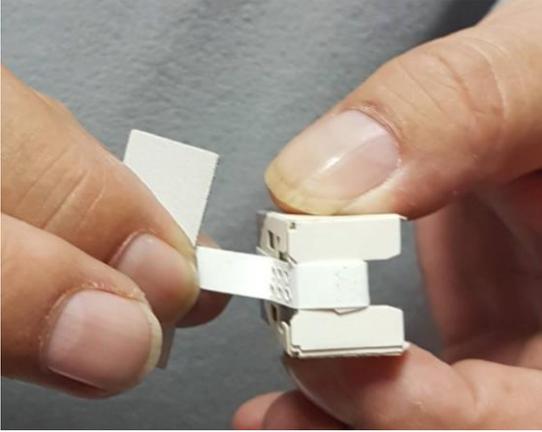


### 4 – Open Staple Cartridge, by squeezing the sides.

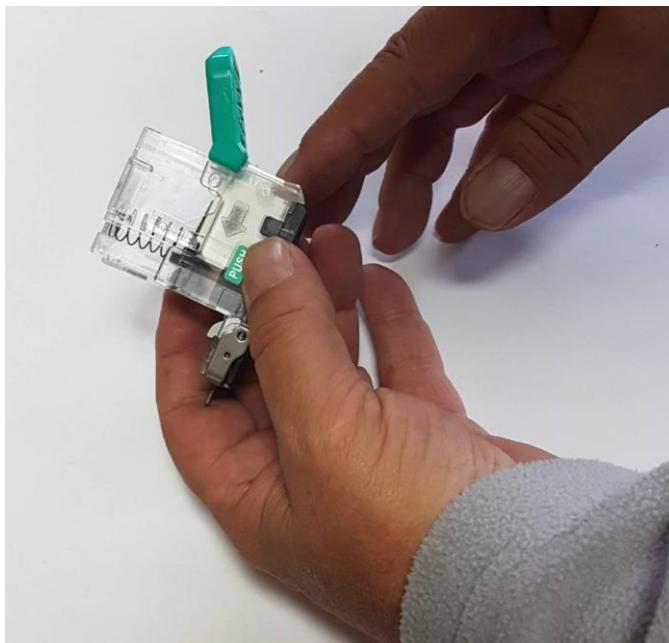
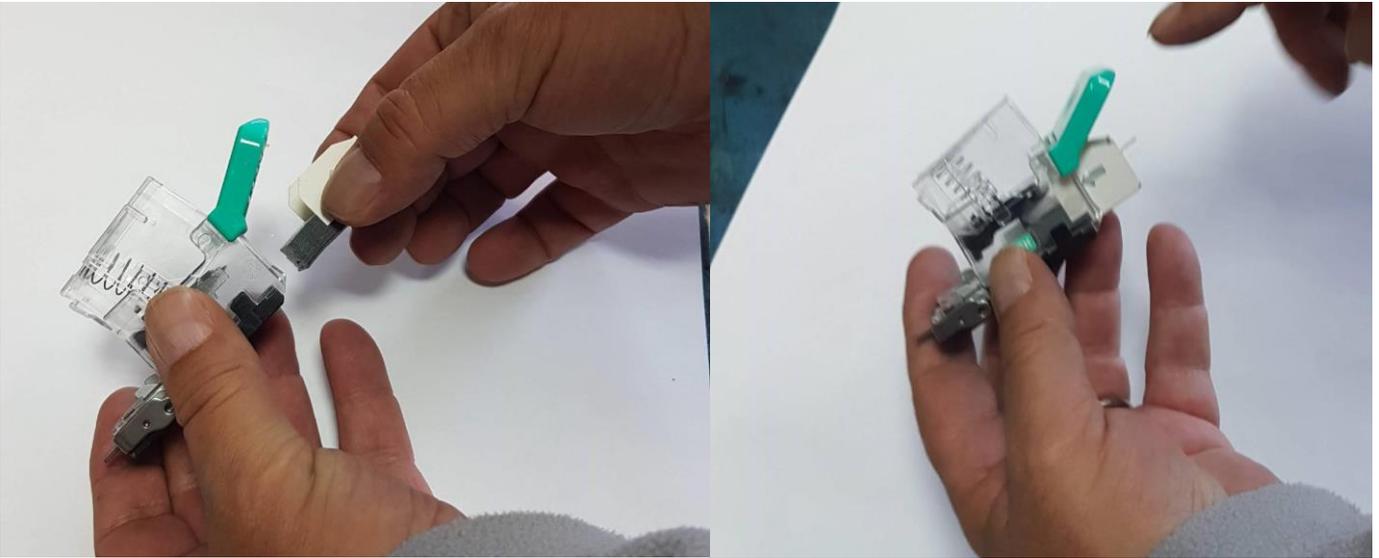


5 – Removed Old Cardboard Carrier

6 – Remove Tape from New Staples



7 – Insert New Staples and Carrier into Cartridge



## 8 – Reinstall Staple Cartridge



9 – Repeat Steps 3 – 8, for second staple cartridge.

**10 – Close Saddle Stitch Section**



**11 – Close Top Finisher Cover**



**ALL DONE**