



Solutions for : How To Load Staples in the Integrated Office Finisher

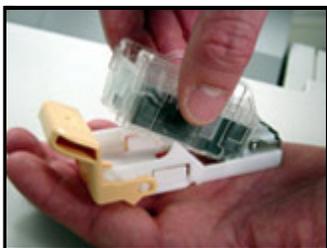
Solution : Load Staples in the Integrated Office Finisher

WARNING: Do not perform this procedure when the printer is copying or printing.

1. Make sure the machine has stopped printing or copying, then open the Front Cover on the Integrated Office Finisher located under the Scanner Assembly.



2. Remove the Staple Cartridge by grasping the cartridge by the orange handle and pulling it straight out of the Finisher.
3. Remove any loose staples inside the Finisher.
4. Pinch both sides of the staple case and remove the staple case from the cartridge.



5. Remove the new staple case from its packaging and insert the front side of the case into the staple cartridge. Push the rear side into the cartridge. The cartridge will click into place when it is

User Level

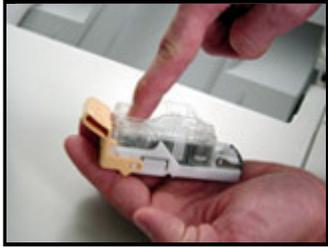
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General User

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Minutes

installed correctly.



6. Grasp the cartridge by the orange handle and insert the cartridge back into the stapler until it clicks into position.
7. Close the Front Cover.

NOTE: If the Front Cover is not completely closed a message will be displayed. The machine will not operate if the cover is even slightly open.

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