WorkCentre 7830/7835/7845/7855 Online Support

Solutions for : How To Load Staples in the Main Stapler of the Optional Office Finisher LX

Solution : Load Staples in the Main Stapler of the Optional Office Finisher LX

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

User Level
●○○
General User

⑤
Minutes

1. Make sure the printer has stopped copying or printing.
2. Open the Finisher Front Door.
3. Reach into the Finisher cabinet and pull the stapler out toward you until it stops.
4. Push the cartridge to the right.

5. Grasp the Staple Cartridge by the orange handle and remove the cartridge by pulling it toward you.

6. Remove any loose staples or other debris from inside the Finisher.
7. Pinch both sides of the empty staple case with your fingers, and then lift up to remove the staple case from the cartridge.
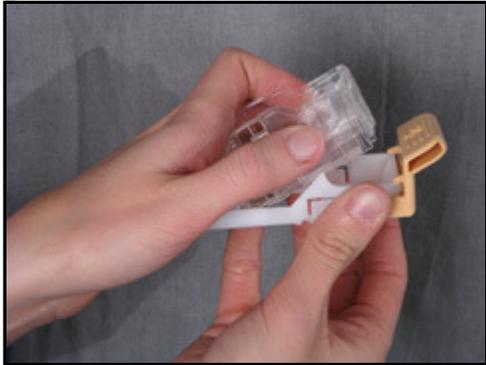
8. Insert the front side of the new staple case into the Staple Cartridge, and then push down on the rear side of the case to insert it into the cartridge.
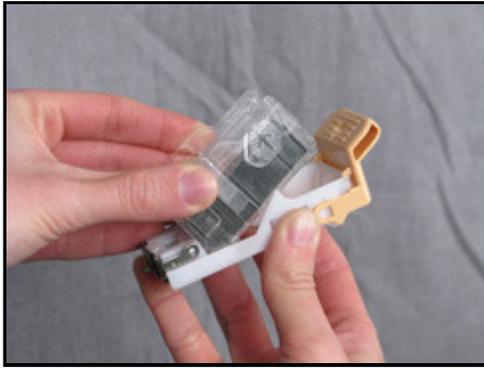
9. Grasp the Staple Cartridge by the orange lever, and then insert it into the Finisher until it clicks into position.

10. Close the Finisher Front Door.