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How to add staples to the Finisher

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How do I add staples to the Finisher?

This answer describes what to do when staples need replacing.

CAUTION

- Keep your hands clear of the booklet finisher tray when removing misfed paper, pulling out or pushing in the finisher's staple unit. You can trap and injure your fingers if you do not.

Important

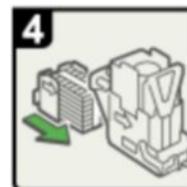
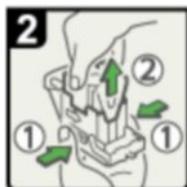
- Stapling failures or jams may occur if you use a staple cartridge other than that recommended.

Note

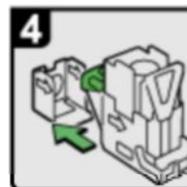
- If you cannot pull out the upper unit, there are staples remaining inside the cartridge. Use all the staples, and do not add more.
- Refill the stapler according to the finisher type. Check the type if you are unsure.

Adding Staples to Finisher SR3050

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Adding Staples to Finisher SR790



- Open the finisher front cover, and then pull out the staple unit.

- Hold the lever, and then gently pull out the cartridge.

- Holding both sides of the cartridge, pull up the upper unit.

- Remove the empty refill in the direction of the arrow.



- Push the new refill into the cartridge until it clicks.

- Push the upper unit gently into the cartridge.

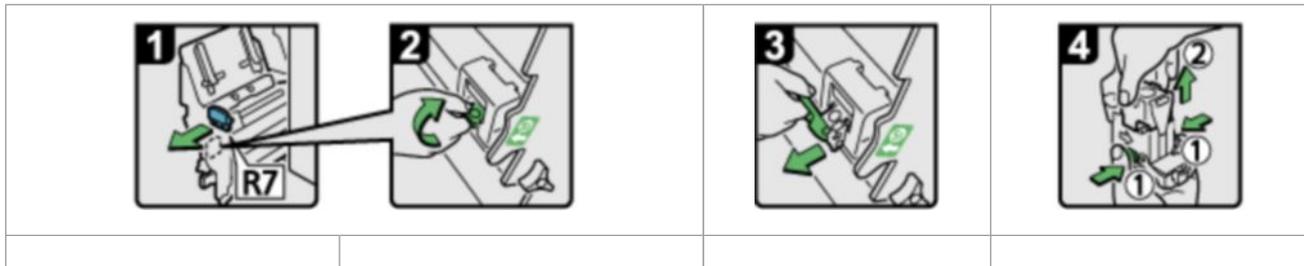
- Pull out the ribbon.

- Hold the green lever, and then push in the cartridge until it clicks.
- Return the staple unit to its original position, and then close the finisher front cover.

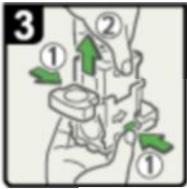
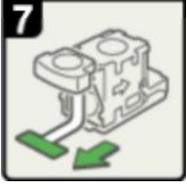
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Adding Staples to Booklet Finisher SR3000

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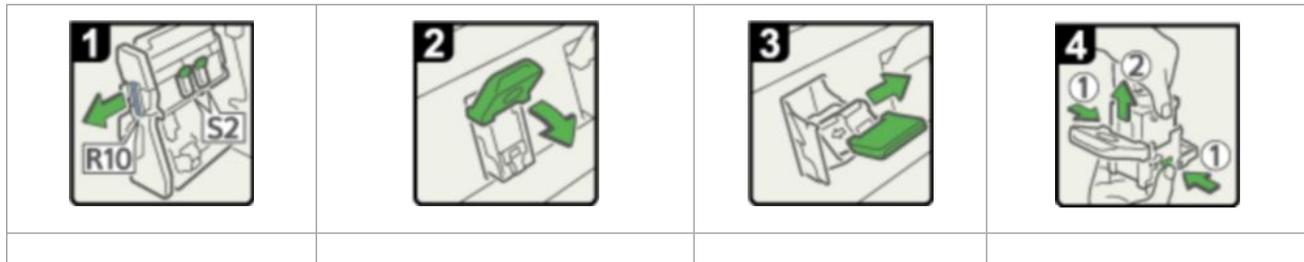
Adding Staples to Booklet Finisher SR3020

			
<ul style="list-style-type: none"> • Open the finisher front cover. • Pull out the staple unit. 	<ul style="list-style-type: none"> • Pull out the cartridge gently. 	<ul style="list-style-type: none"> • Holding both sides of the cartridge, pull up the upper unit. 	<ul style="list-style-type: none"> • Remove the empty refill in the direction of the arrow.
			
<ul style="list-style-type: none"> • Push the new refill into the cartridge until it clicks. 	<ul style="list-style-type: none"> • Push the upper unit gently into the cartridge. 	<ul style="list-style-type: none"> • Pull out the ribbon. 	<ul style="list-style-type: none"> • Push the cartridge down until it clicks. • Return the staple unit to its original position, and then close the finisher front cover.

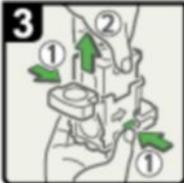
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Adding Staples to Booklet Finisher SR3020 (Saddle Stitch)

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Adding Staples to Finisher SR3030

			
<ul style="list-style-type: none"> • Open the finisher front cover. • Pull out the staple unit. 	<ul style="list-style-type: none"> • Pull out the cartridge gently. 	<ul style="list-style-type: none"> • Holding both sides of the cartridge, pull up the upper unit. 	<ul style="list-style-type: none"> • Remove the empty refill in the direction of the arrow.
			
<ul style="list-style-type: none"> • Push the new refill into the cartridge until it clicks. 	<ul style="list-style-type: none"> • Push the upper unit gently into the cartridge. 	<ul style="list-style-type: none"> • Pull out the ribbon. 	<ul style="list-style-type: none"> • Push the cartridge down until it clicks. • Return the staple unit to its original position, and then close the finisher front cover.

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