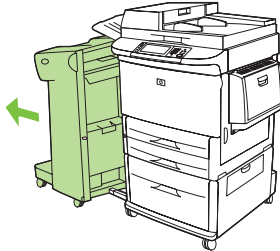
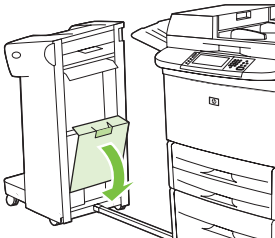
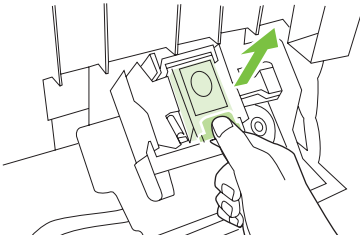
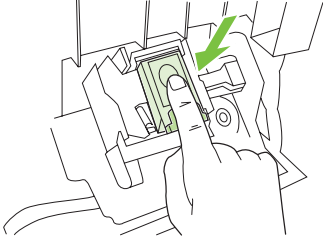




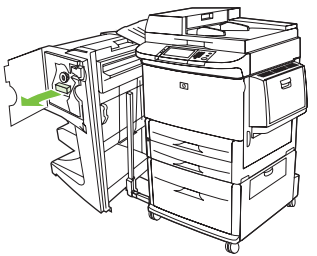
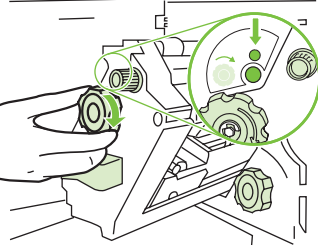


## Load staples

How do I?	Steps to perform
<p>Load staples</p> <p>Load staples in the stapler/stacker</p>	<ol style="list-style-type: none"><li data-bbox="730 347 1260 375">1 Move the stapler/stacker away from the MFP. </li><li data-bbox="730 619 1050 646">2 Open the stapler unit door. </li><li data-bbox="730 906 1354 965">3 On the empty staple cartridge, pull up on the green tab, and then pull the empty cartridge out. </li><li data-bbox="730 1168 1344 1227">4 Insert the new staple cartridge, and push down on the green tab so that the cartridge locks into place. </li></ol>





How do I?	Steps to perform
Load staples in the stapler/stacker (continued)	<p>5 Close the stapler unit door and push the stapler/stacker back into place.</p> 
Load staples in the multifunction finisher	<p>1 Open the stapler unit door.</p>  <p>2 Slide the stapler unit toward you.</p>  <p>3 Turn the large green knob until the blue dot appears in the window of the stapler unit.</p> 





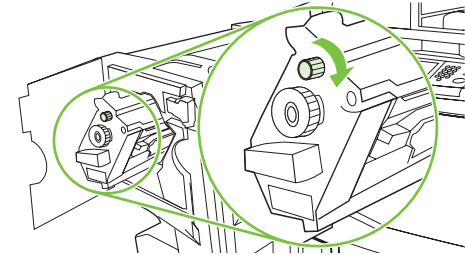
## How do I?

### Load staples in the multifunction finisher (continued)

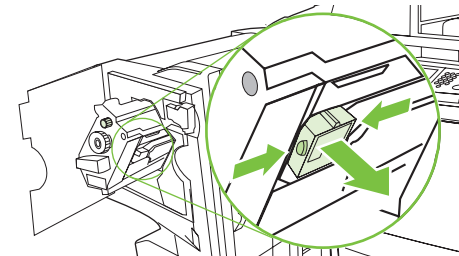
**CAUTION:** The blue dot must appear in the window of the stapler unit before you remove the staple cartridge. If you try to remove the staple cartridge before the blue dot appears in the window, you could damage the finisher.

## Steps to perform

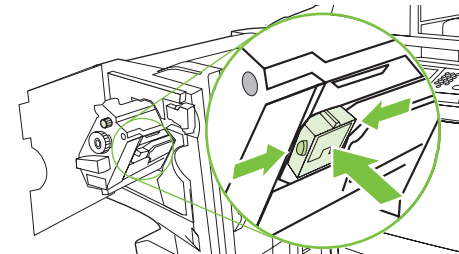
4 Turn the small green knob at the top of the stapler unit clockwise until the staple cartridge moves to the left of the stapler unit.



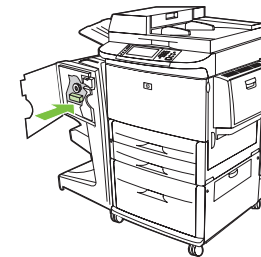
5 On the empty staple cartridge, squeeze the tabs together and pull the empty cartridge out.



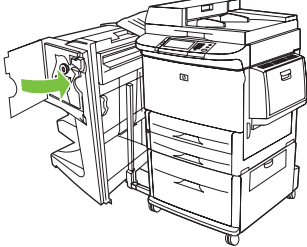
6 Insert the new staple cartridge so that it locks into place.



7 Slide the stapler unit into the finisher.



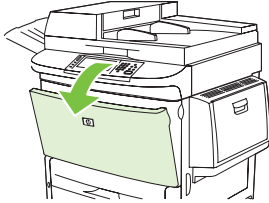
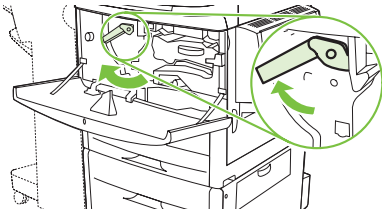
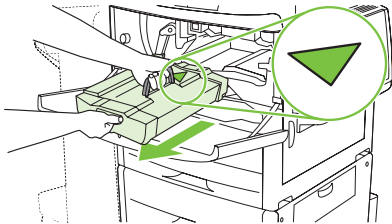
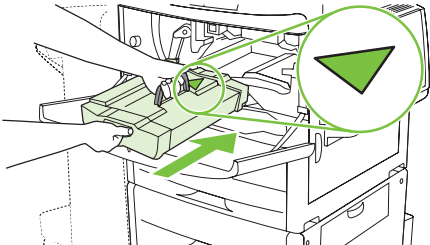


How do I?	Steps to perform
Load staples in the multifunction finisher (continued)	<p>8 Close the stapler unit door and realign the multifunction finisher against the MFP.</p> 



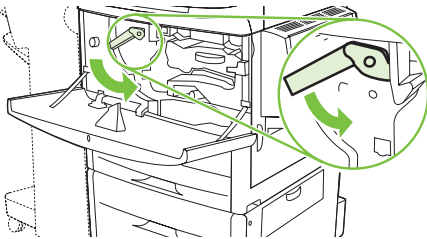


## Replace print cartridges

How do I?	Steps to perform	
<p>Replace print cartridges</p> <p><b>WARNING!</b> To prevent damage, do not expose the print cartridge to light. Put it in its print cartridge bag, or, if the bag is not available, cover it with a piece of paper.</p>	<p><b>Remove</b></p> <ol style="list-style-type: none"> <li>1 Open the front cover.</li> <li>2 Rotate the cartridge release lever downward.</li> <li>3 Grasp the front handle with one hand, and pull the print cartridge out of the device until the top handle is visible.</li> <li>4 Grasp the top handle with your other hand, and continue pulling the print cartridge until it is out of the device.</li> </ol>	  
	<p><b>Reinstall</b></p> <ol style="list-style-type: none"> <li>1 Align the print cartridge with the print cartridge guides, and make sure that you insert it completely.</li> </ol>	





How do I?	Steps to perform
Replace print cartridges (continued)	<p data-bbox="730 272 1373 325"><b>2</b> Press and hold the white button (on the green lever), and rotate the green lever clockwise until it locks into place.</p>  <p data-bbox="730 555 989 580"><b>3</b> Close the front door.</p> 