

## LOADING INSTRUCTIONS



**1** Place the stapler on a flat surface and hold the front end of the base firmly with one hand. Pull the top of the stapler handle up and back to reveal the stapler carrier.

**2** Continue pulling the handle all the way back so that the stapler is lying flat open at a nearly 180-degree angle.



**3** Insert a strip of staples into the stapler cartridge with the legs facing down.

**4** Close the stapler handle by folding it back down into place over the carrier. Your stapler ready to use!

## WHAT SIZE STAPLES?

This stapler is designed for stapling up to 20 sheets of paper. We have enclosed 6,000 staples sized 26/6, which is ideal for stapling 2-20 sheets of paper.

### TIP:

Do not staple without staples or staple more than 20 sheets of paper at one time.

To open stapler flat for tacking items onto a wall or corkboard, firmly grip the stapler handle and cartridge together, with the other hand on the base, then pull the handle and base apart. Please note, the first time you open the stapler flat it will require extra force to "pop" it open.



To rotate the anvil and switch between clinching styles, push your finger up through the hole on the underside of the stapler base and rotate the anvil 180 degrees until it pops into place.



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