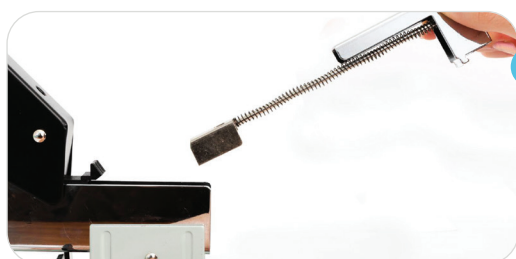


## LOADING INSTRUCTIONS:



- 1 Place stapler on a flat surface. Then push in and up on the back side of the stapler until the stapler slide mechanism pops out.



- 2 Pull the stapler slide mechanism out of the back of the stapler so there is room to insert the staples.











- 3 Insert the staples onto the stapler slide. Top of staples should face up, as shown.



- 4 Reinsert the slide mechanism back into the stapler slide. Push all the way until flush with the back of the stapler. Push up so hooks on the back of mechanism can grab onto stapler.

This stapler is designed for stapling up to 240 sheets. It is best to use staple sizes designed for the number of sheets you are stapling regardless of stapler capability. We have enclosed two different staples sizes: one for up to 100 sheets, and another for up to 240 sheets. For best results, use the 100-sheet staples for all projects except those greater than 100 sheets. For projects greater than 100 sheets, use the 240-sheet staples.

LEG LENGTH	STAPLE SIZE	SHEETS
6mm 	23/6 (1/4")	30
8mm 	23/8 (5/16")	50
10mm 	23/10 (3/8")	70
13mm 	23/13 (1/2")	100
16mm 	23/15 (9/16")	140
17mm 	23/17 (5/8")	160
20mm 	23/20 (3/4")	200
24mm 	23/24 (15/16")	240

## A FEW TIPS:

- 1 **DO NOT** staple without staples.
- 2 **When stapling, be sure to slowly apply pressure** to the end of the lever arm and push down until the stapling is complete. Quick motions with the lever arm will increase the likelihood of jamming.
- 3 **Jammed?** Insert a pen or pointed object into the front slot on the stapler right above the staple exit point. This will push the jammed staples back into position.



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