



# Stapler Maintenance

Add more staples to your standard stapler.

Written By: Sequoia Equities



# INTRODUCTION

Use this guide to refill and empty stapler, so you can get back to those TPS reports.

## Step 1 — Open & Identify



 Be careful while handling staples or any sharp object in general.

- Grab the base of the stapler, and pull the hammer until the stapler opens, revealing the carrier, pusher, and spring.
- Identify the staple type by looking on the bottom of the carrier. If the staple type is not on the carrier, look under the base.



## Step 2 — Insert Staples



- Get a cluster of staples and carefully place it in the carrier.
- Make sure there is enough room for the pusher to contact the staples.
- Close the stapler by clearing your hand from under the crimp area and pushing the hammer down until a clicking sound is heard.

## Step 3



- ⚠ Don't staple your hand, or anyone else for that matter.
- Congratulations! You have successfully replaced staples in your stapler.

To reassemble your device, follow these instructions in reverse order.