

Loading and Clearing Process for New Model 270

- Unplug stapler, lift COVER LATCH and remove cover.
- Push GREEN LEVER down and pull out CARTRIDGE.
- If stapler is jammed, locate the THUMBWHEEL under stapler and rotate it to release paper, if needed.
- Replace the cover, plug in and cycle the stapler 25-30 times to release jammed staples.
- Unplug and remove cover. Take cartridge and pull out about 1 inch of staples, then tear down. Insert the cartridge until GREEN LEVER snaps in place.
- Replace cover, lock cover latch, plug in and staple 6 to 8 times to prime.

IMPORTANT - Make sure stapler cycles completely before removing paper. Otherwise jamming may occur

