

Loading and Clearing Process for New Model 690e

Unplug stapler, and remove cover.

Lift 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

