



How to Change the Staples on Your Ricoh/Savin MP & IM Series

1. Open the front door of the finisher



2. Remove the staples cartridge from the cartridge carrier (Green Tab)



For More Information:

Contact an Advance Expert:

410.628.0490 or Dispatch@advancestuff.com



3. Press on both sides to remove the cartridge from the casing



4. Insert new cartridge into the casing until it clicks into position



5. Insert the staple cartridge into the cartridge carrier
6. Close the finisher door

[Click her to view our how-to video!](#)

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