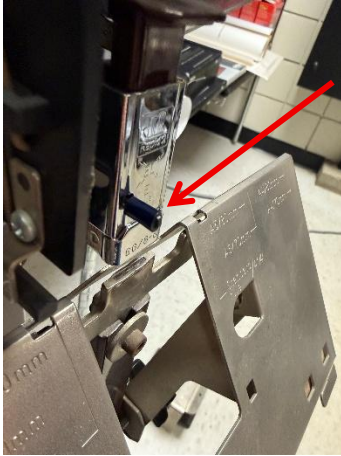


BOOKLET STAPLING MACHINE

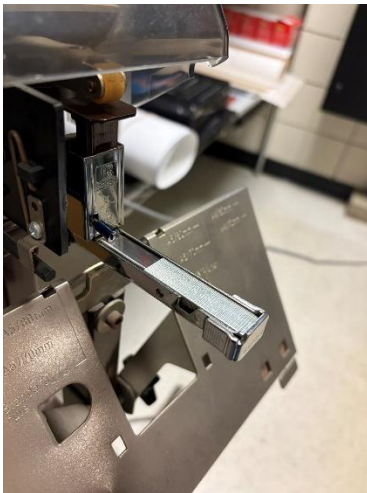
These instructions show how to use the booklet stapling machine.

Reload staples

1. Lift black cover.
2. Push-down black lever.



3. Pull staple tray out.



4. Load new staples in.
5. Push tray back in.
6. Close black cover.

Staple paper

1. Turn dial at back of machine for how much power you want (more paper you are stapling, the more power you need).



2. Line paper up with where you want to staple.
3. Turn machine on with red switch on top of machine.



4. Push pedal on floor.



5. Repeat till you have stapled as much as you need.