

How to manual staple using a Sharp copier

You can perform stapling manually on college copier/printers that have external finishers.

Make sure the manual staple key is lit green

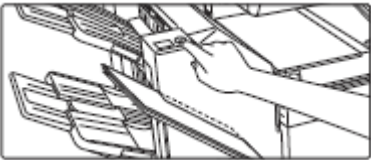
Place the paper that you want to staple in the insertion slot



When you place the paper, the manual staple key blinks green

After two seconds elapse, stapling automatically starts

To staple earlier than the auto staple start time, press the manual staple key



Manual stapling cannot be executed during execution of a staple job

Relation between paper orientation and stapling result

Paper	Paper orientation when inserted	After stapling