

# Ricoh MP C3504ex (Color) Ricoh MP 3555 (B&W)

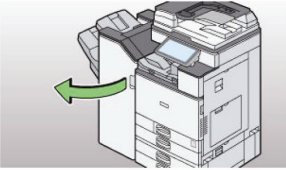
## Replacing Staples Type T

Finisher SR3210

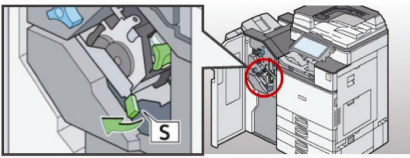
### Note

- If you cannot pull out the refill, there are staples remaining inside the cartridge. Use all the staples, and do not add more.

1. Open the finisher front cover.



2. Pull lever S.



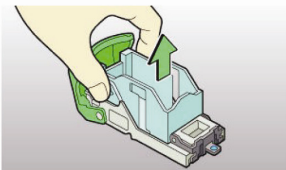
3. Pull out the cartridge lever.



4. Pull out the cartridge gently.

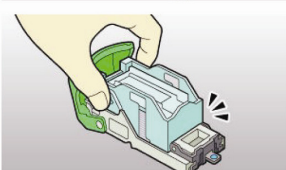
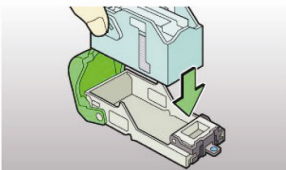


5. Holding both sides of the cartridge, and then remove the empty refill in the direction of the arrow.



**NOTE: Refill cartridge cannot be removed until it is empty!**

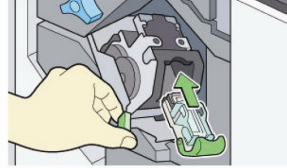
6. Push the new staple case in until it clicks.



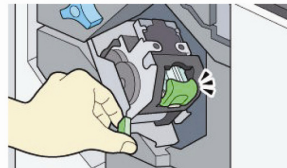
7. Push in the cartridge gently.

Finisher SR3210

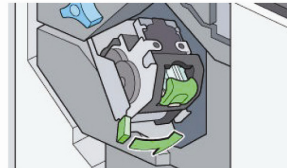
7. Push in the cartridge gently.



8. Push the cartridge until it clicks.



9. Return lever S to its original position.



10. Close the finisher front cover.

