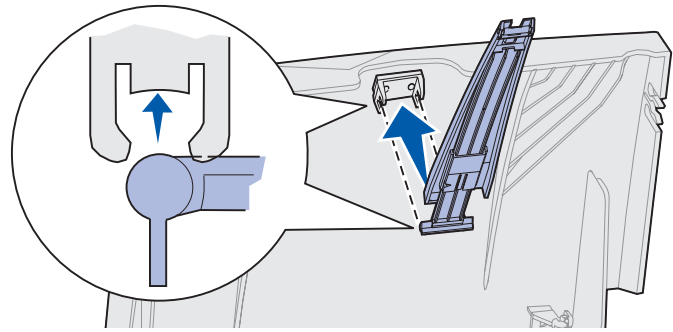# Lexmark™ T620 and T622 StapleSmart™ Finisher Quick Reference
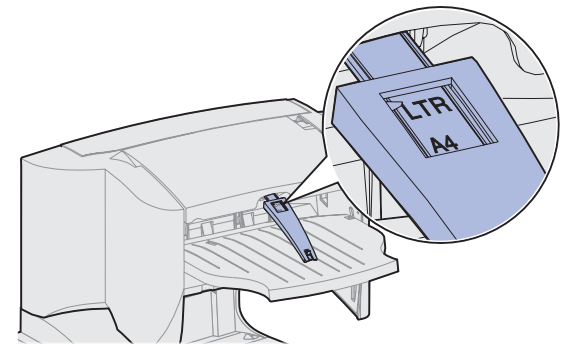
Attaching the stacking paper bail

1 Lift the finisher output bin cover until it locks into position.

2 *Snap* the two paper bail posts into the slots under the output bin cover.
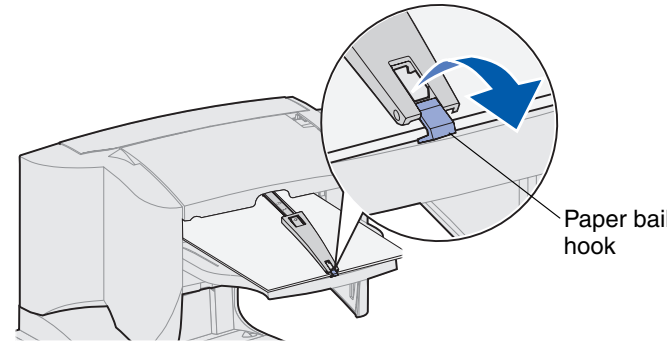

Adjusting the stacking paper bail

Slide the end of the paper bail in or out until the paper size for your print job is aligned with the arrow.
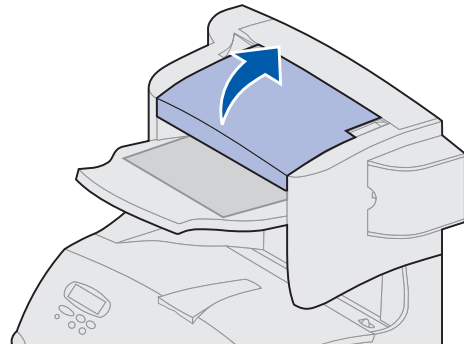

Using the paper bail hook

The paper bail hook prevents individual sheets in the output bin from sliding forward when a large stapled or offset job is pushed into the output bin. To use the paper bail hook, adjust the paper bail to the longest paper size in your printer and rotate the hook from the storage position. When not using the paper bail hook, *snap* it back into the storage position.
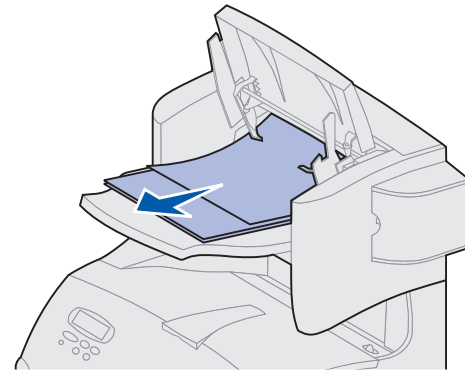

Paper bail hook

Clearing staple jams

281 (or 282) Staple Jam
Check Stapler

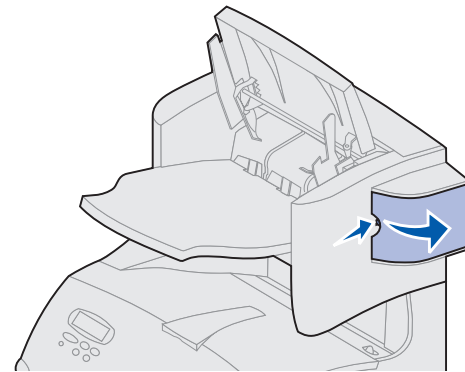1 Lift the finisher output bin cover until it locks into position.

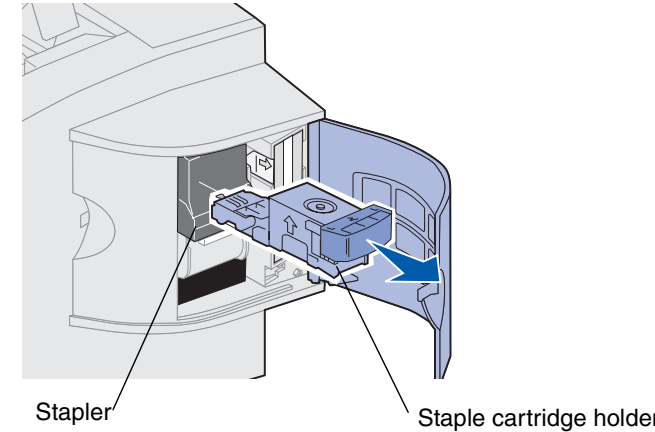2 Remove the stack of paper.

3 Continue with step 1 in the 283 Staple Jam section (for 282 Staple Jam only).

283 Staple Jam
Check Stapler
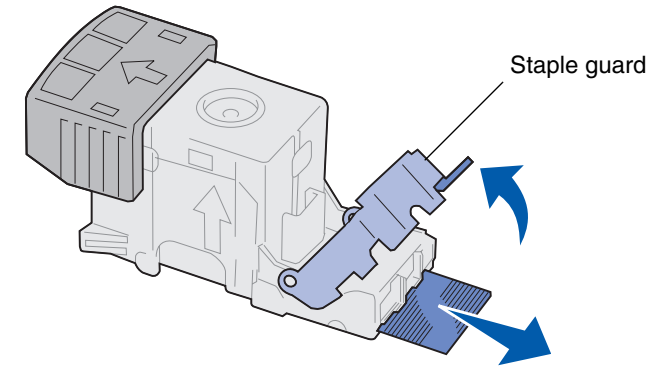
1 Press the latch to open the stapler access door.

2 Firmly pull the colored tab to remove the staple cartridge holder from the stapler.

Stapler   Staple cartridge holder

3 Orient the cartridge holder as shown in the illustration in step 4.

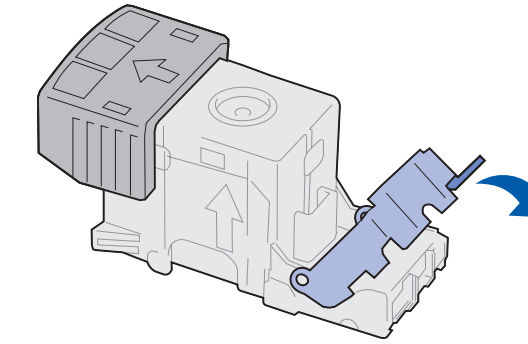4 Use the metal tab to lift the staple guard, and then pull out the sheet of staples.
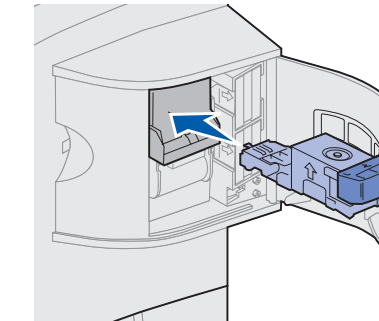
Discard the entire sheet.

Staple guard

5 Remove any loose staples inside the staple guard.

6 Look through the clear covering on the bottom of the cartridge holder to make sure no staples are jammed in the entry throat.

7 Press down on the staple guard until it *snaps* securely into place.

8 Push the cartridge holder firmly into the stapler until the cartridge holder *clicks* into place.

9 Close the stapler access door.

Priming Stapler appears on the operator panel display. Priming occurs automatically to ensure the stapler is functioning properly.

10 Close the finisher output bin cover.

Troubleshooting

If stapled print jobs do not bind together in a neat set, you may need to replace the paper alignment wheels.

To order replacement wheels with a maintenance kit, use part number 99A2480. Refer to the *Publications* CD for more information on maintenance kits.

If you are in the U.S. or Canada, call 1-800-438-2468 for information about Lexmark authorized supplies dealers in your area, or visit the Lexmark Web site at **www.lexmark.com**. In other countries, contact the place where you bought your printer.

E.C. 1K1255   P/N 11K3892