

[Manuals.plus](#) /

› [STAPLES](#) /

› TRU RED One-Touch Heavy-Duty Stapler (Model 26615-CC) Instruction Manual

STAPLES 26615-CC

TRU RED One-Touch Heavy-Duty Stapler Instruction Manual

Model: 26615-CC

INTRODUCTION

This manual provides essential instructions for the proper setup, operation, maintenance, and troubleshooting of your TRU RED One-Touch Heavy-Duty Stapler, Model 26615-CC. Designed for efficiency and durability, this stapler can handle up to 60 sheets of paper, making it suitable for various office tasks. Please read these instructions carefully before using the product to ensure optimal performance and longevity.

SETUP: LOADING STAPLES

The TRU RED One-Touch Heavy-Duty Stapler features a convenient front-loading mechanism for easy staple replenishment. Ensure you use 3/8" staples for proper operation.

1. **Locate the Push Button:** On the front of the stapler, identify the push button designed for staple tray release.
2. **Open the Staple Tray:** Press the push button firmly. The staple tray will spring open from the front of the stapler.
3. **Insert Staples:** Place a full strip of 3/8" staples into the open tray, ensuring the staple points are facing downwards.
4. **Close the Staple Tray:** Gently push the staple tray back into the stapler until it clicks securely into place.



Image: Side view of the TRU RED One-Touch Heavy-Duty Stapler, highlighting the front-loading push button for staple tray access.



Image: Front view of the TRU RED One-Touch Heavy-Duty Stapler, illustrating the staple tray in a partially open position, ready for staple insertion.

Video: Product Overview

Your browser does not support the video tag.

Video: An official overview of TRU RED products, including design philosophy. This video may demonstrate general features and usage of TRU RED office supplies.

OPERATING INSTRUCTIONS

The TRU RED One-Touch Heavy-Duty Stapler is designed for effortless stapling of multiple documents.

1. **Prepare Documents:** Align the papers you wish to staple, ensuring they are neatly stacked. The stapler can handle up to 60 sheets of standard paper.
2. **Position Papers:** Slide the aligned papers into the stapler's throat, positioning them where you want the staple to be placed.
3. **Staple:** Press down firmly on the stapler's top handle. The one-touch mechanism will drive the staple through the papers.
4. **Release:** Lift the handle to release the stapled documents.



Image: Top view of the TRU RED One-Touch Heavy-Duty Stapler, demonstrating how paper is inserted and aligned for stapling.

MAINTENANCE

Regular maintenance ensures the smooth operation and extends the life of your stapler.

- **Cleaning:** Periodically wipe the exterior of the stapler with a soft, dry cloth to remove dust and debris. Avoid using harsh chemicals or abrasive cleaners.
- **Staple Type:** Always use the recommended 3/8" staples to prevent jamming and ensure consistent performance.
- **Storage:** Store the stapler in a clean, dry environment when not in use.

TROUBLESHOOTING

If you encounter issues with your stapler, refer to the following common problems and solutions:

Problem	Possible Cause	Solution
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Problem	Possible Cause	Solution
Staples are jamming.	Incorrect staple size, overfilling the staple tray, or bent staples.	Ensure you are using 3/8" staples. Do not overfill the tray. Remove any bent or damaged staples. Clear the jam by opening the tray and carefully removing obstructions.
Staples are not piercing paper.	Too many sheets, dull staples, or incorrect staple size.	Reduce the number of sheets (maximum 60 sheets). Ensure staples are new and correctly sized (3/8").
Stapler feels stiff or difficult to press.	Accumulated dust or debris, or a minor jam.	Clean the stapler thoroughly. Check for any small obstructions in the stapling mechanism.

SPECIFICATIONS

Brand: STAPLES

Model: 26615-CC

Capacity: 60 Sheets

Staple Compatibility: 3/8" Staples

Color: Gray/Black

Operation Mode: Manual

Item Weight: 1.5 Pounds

UPC: 718103372558

WARRANTY AND SUPPORT

For warranty information and customer support regarding your TRU RED One-Touch Heavy-Duty Stapler, please contact the manufacturer directly.

Manufacturer: STAPLES

Warranty Description: Contact Manufacturer

Support Link: [Visit the STAPLES Store on Amazon](#)

For additional assistance, please refer to the official STAPLES website or contact their customer service department.