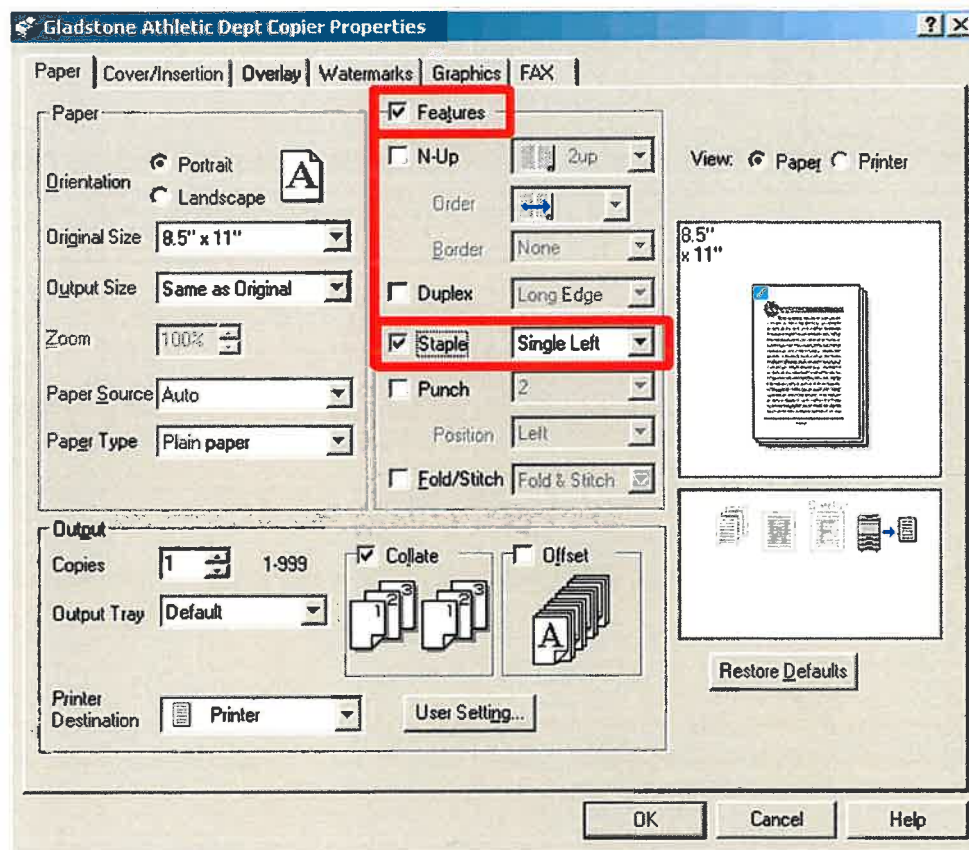


Stapling

You can staple directly from your computer. To use this feature, click the "properties" button after you have selected your desired output device.

Click on the "Features" checkbox to enable advanced finishing features. Next check the "Staple" checkbox to enable stapled output. The dropdown menu will allow you to change your staple position while the graphical representation to the right of the dropdown shows you details of your selection.



Keep in mind the "Collate" checkbox when stapling sets of jobs from Office applications. If your job doesn't staple, or if all of your sets are stapled together, uncheck the collate box to get proper output.