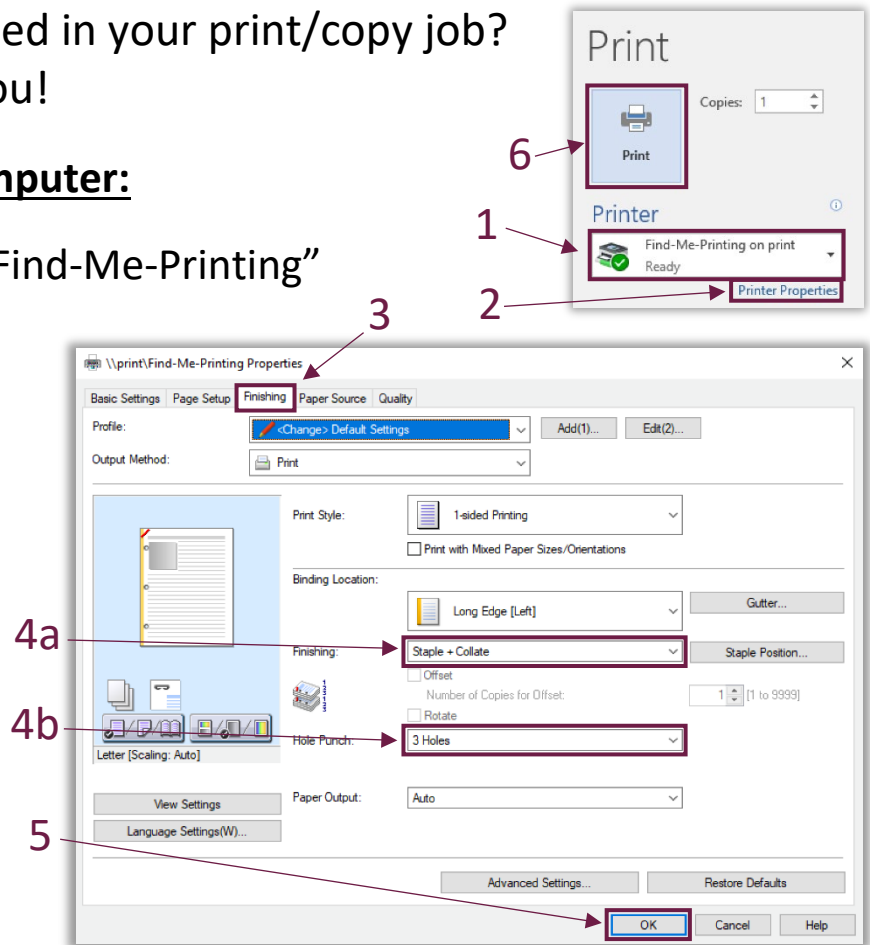# University of HOLY CROSS

Stapling and Hole Punching

Need a staple or holes punched in your print/copy job? The copier can do both for you!

Printing from a University Computer:

1. Ensure you are printing to "Find-Me-Printing"
2. Click "Printer Properties"
3. Click the "Finishing" tab
4. Enable desired options
   a. Select "Staple + Collate" to turn on stapling
   b. Select "3 Holes" to turn on hole punching
5. Click "OK"
6. Check options such as Color/B&W, 2-sided, and number of copies, then click "Print"

Copying at the Copier:

1. Tap "Finishing"
2. Enable desired options
   a. Tap "Staple + Collate" to turn on stapling
   b. Tap "Hole Punch" to turn on hole punching
3. Tap "Next" and select staple position (if stapling is on), then tap "Done"
4. Check options such as Color/B&W, 2-sided, and number of copies, then press the "Start" button on panel