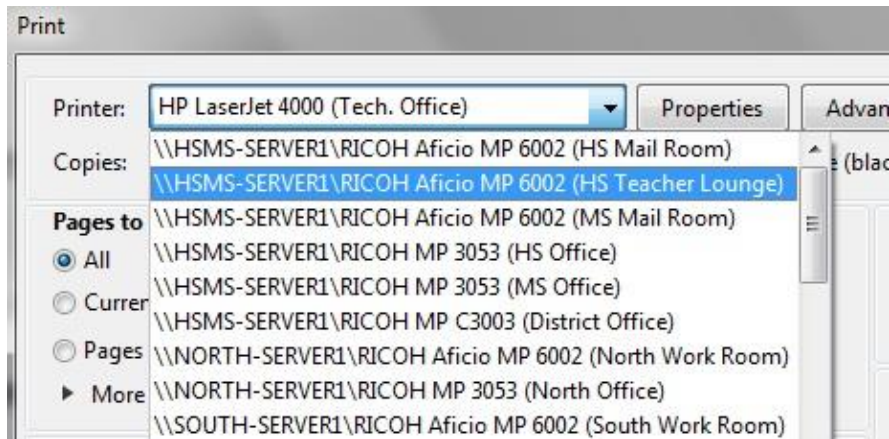
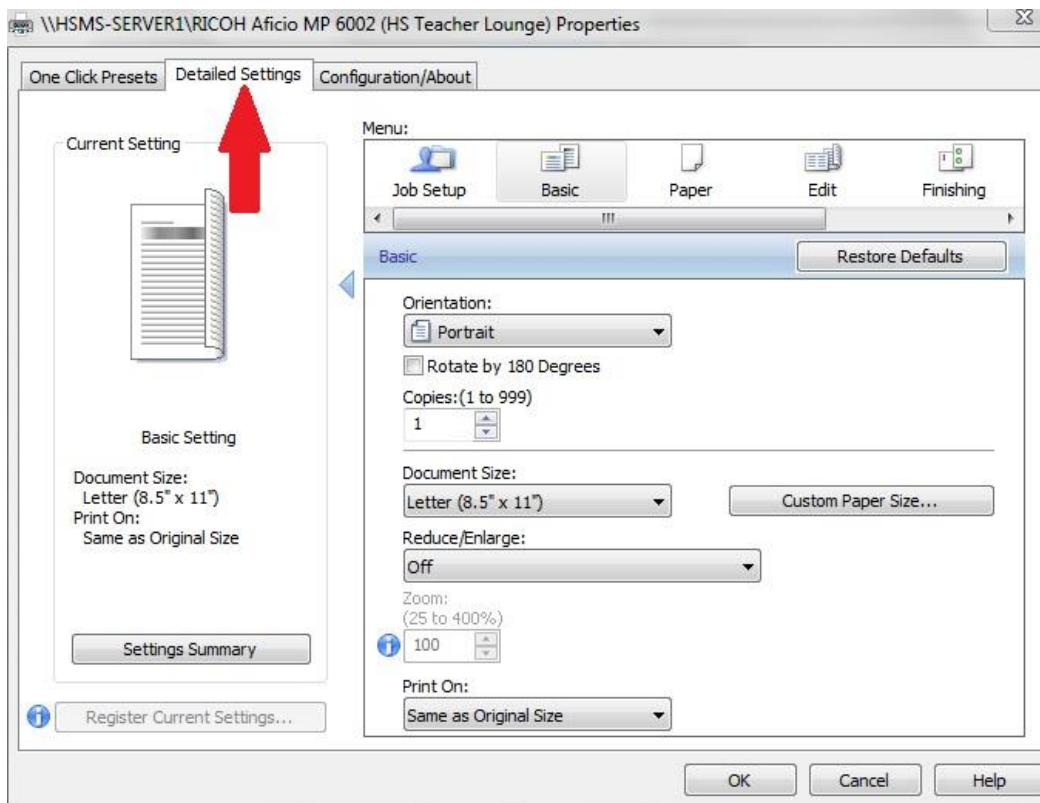


Ricoh Copy Machine – Hole Punching a Print Job

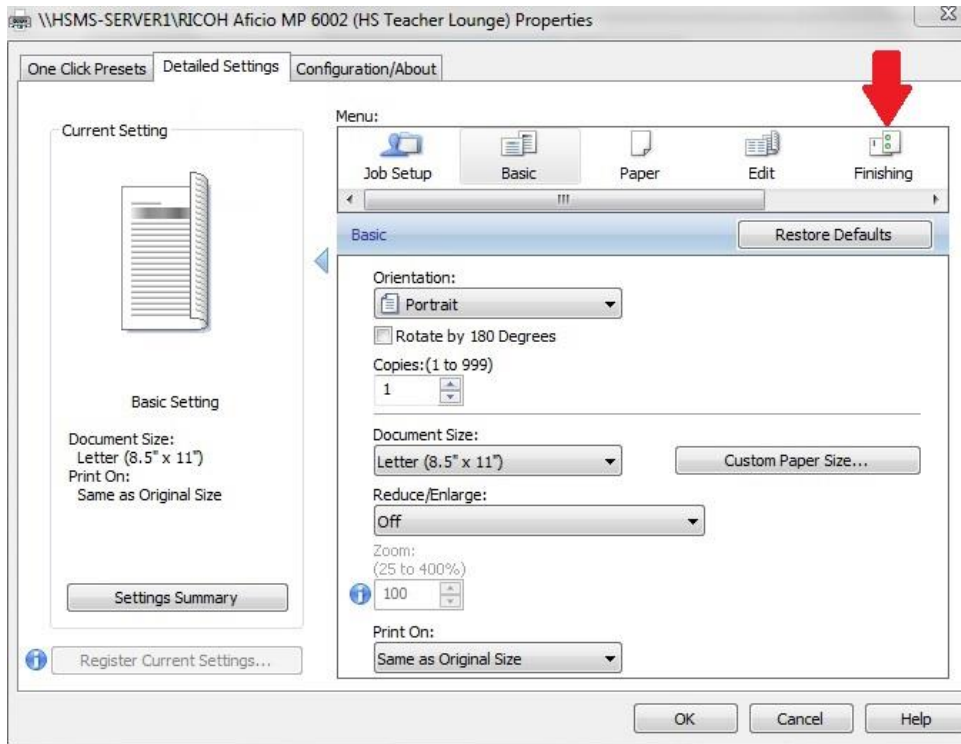
- 1.) From your document, select "Print"
- 2.) Select a printer/copier from the drop-down box
-Each copier will have its location in parentheses



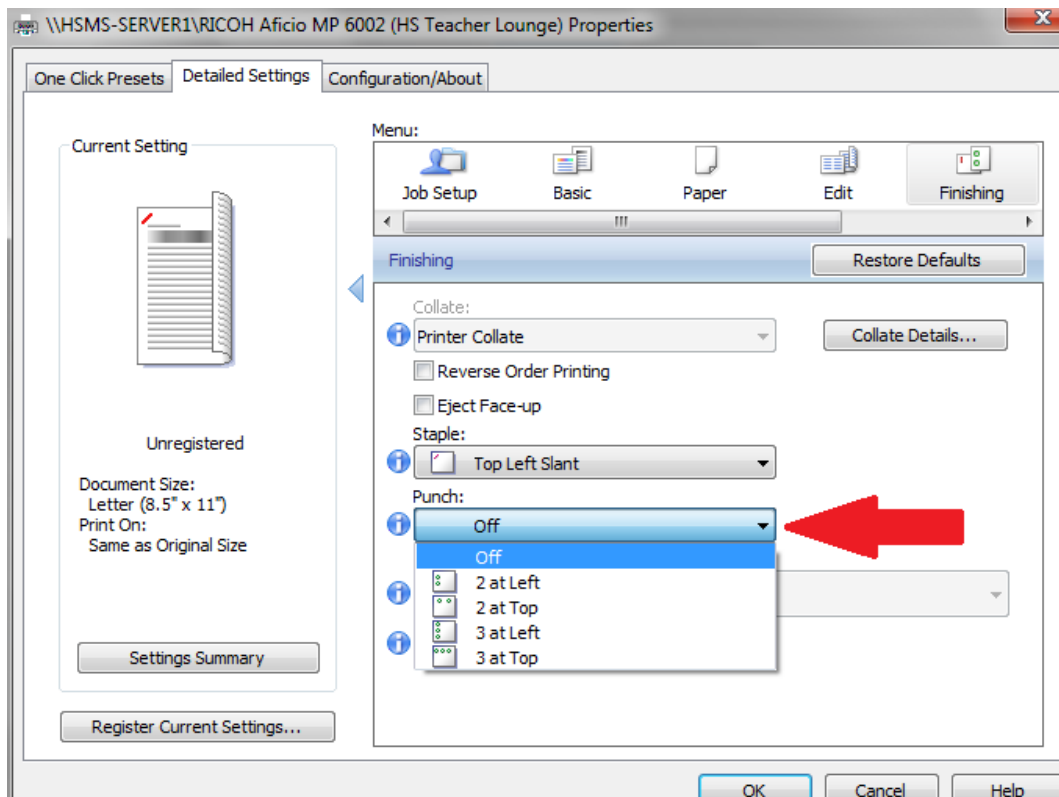
- 3.) After selecting the appropriate printer/copier, click the "Properties" button beside it or the "Printer Properties" link under it
- 4.) On the next screen, click the "Detailed Settings" tab



5.) Click on the "Finishing" button

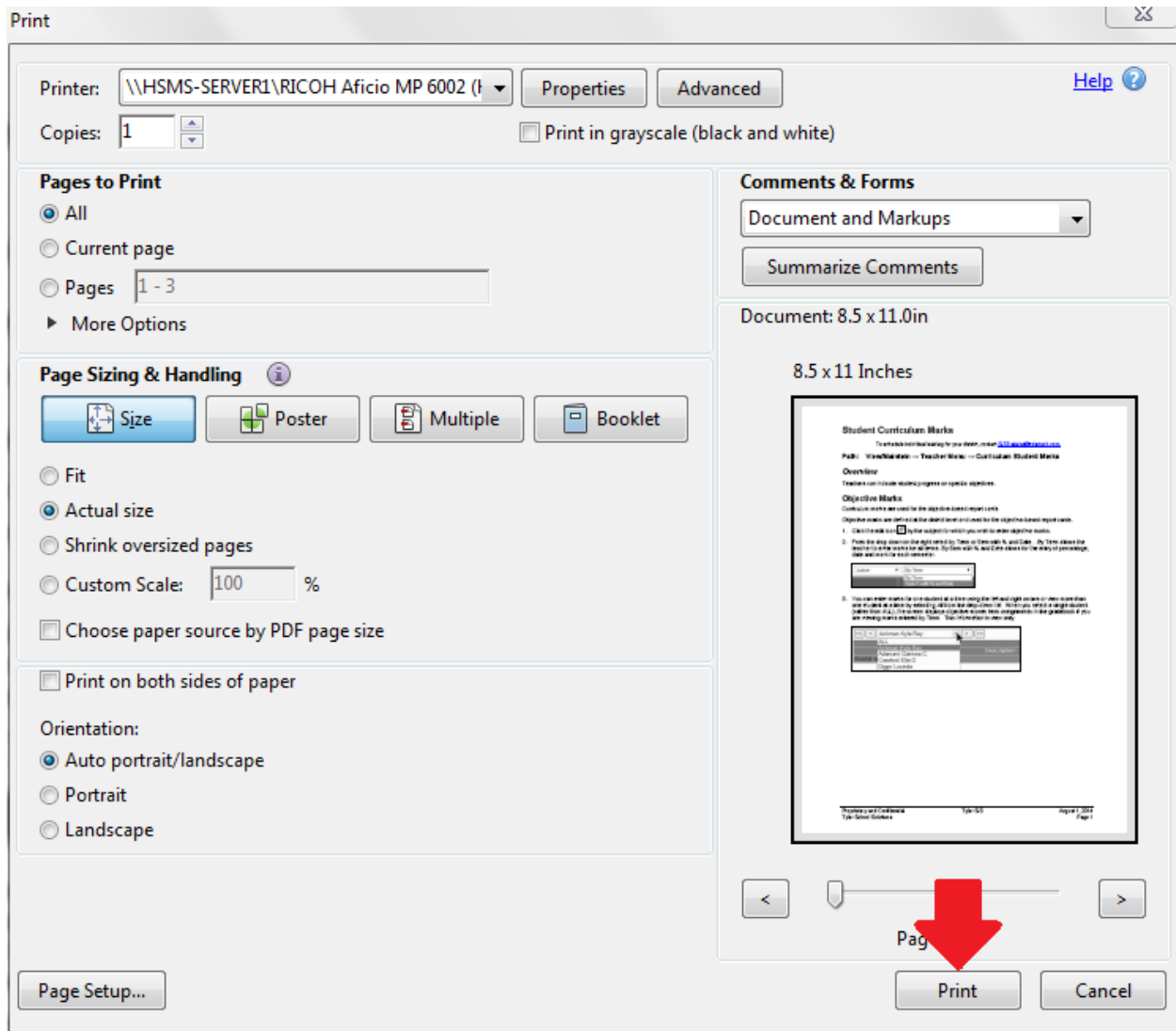


6.) Click the drop-down under "Punch" and select your option



8.) Click the "OK" button to return to the application's print screen

10.) After selecting "OK," the windows Print screen will re-appear - click the "Print" button



That's it! You have now successfully sent a print job to the copier which will be hole punched automatically for you. Have fun!