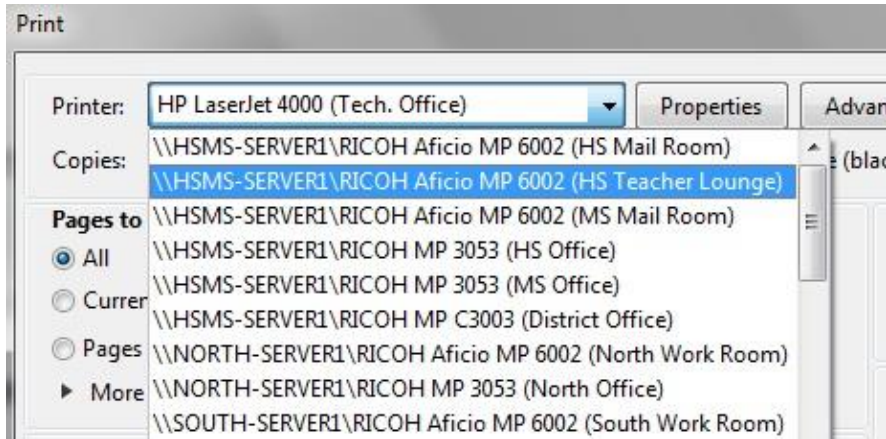
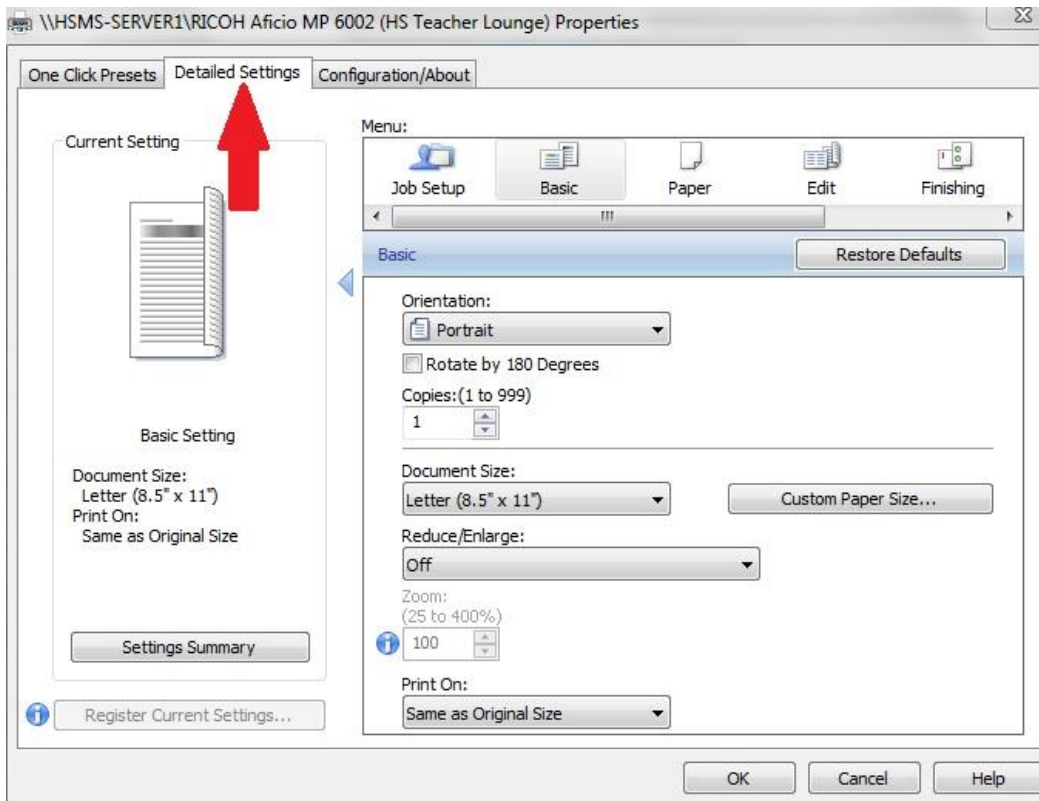


Ricoh Copy Machine - Stapling a Print Job

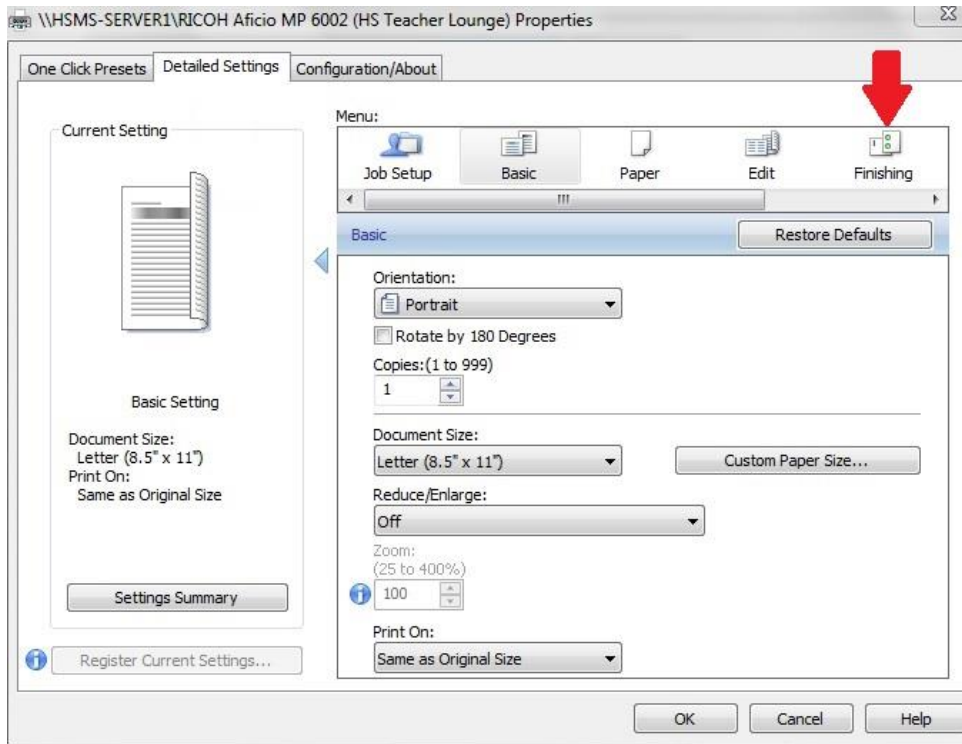
- 1.) From your document, select "Print"
- 2.) Select a printer/copier from the drop-down box
-Each copier will have its location in parentheses



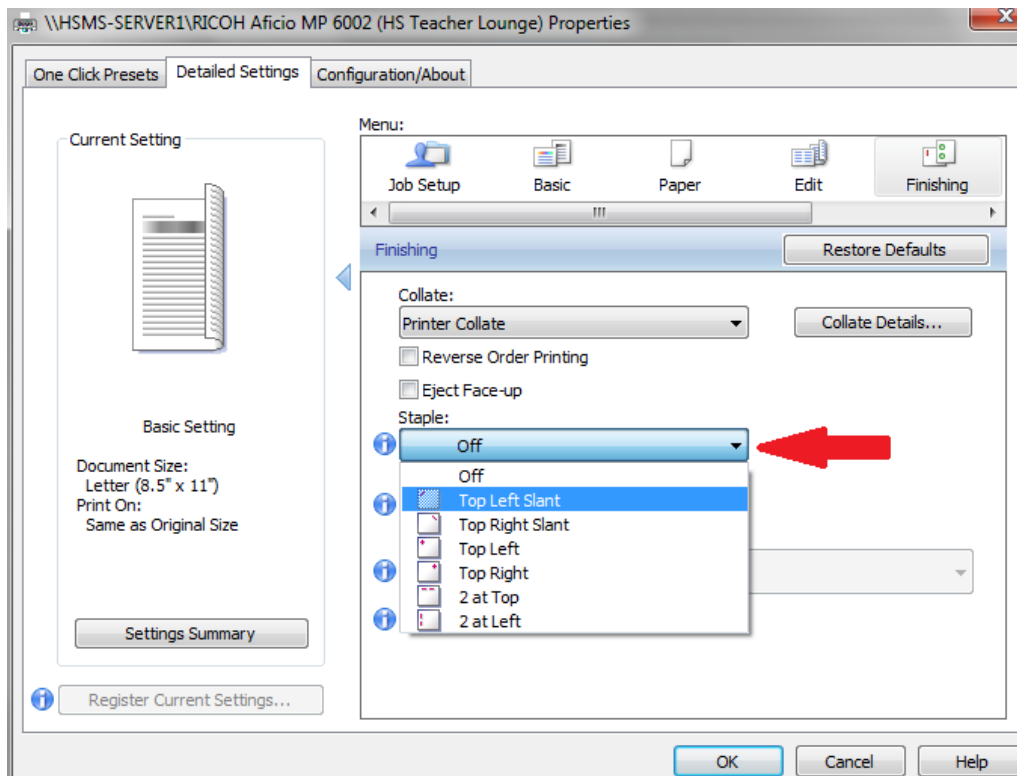
- 3.) After selecting the appropriate printer/copier, click the "Properties" button beside it or the "Printer Properties" link under it
- 4.) On the next screen, click the "Detailed Settings" tab



5.) Click on the "Finishing" button

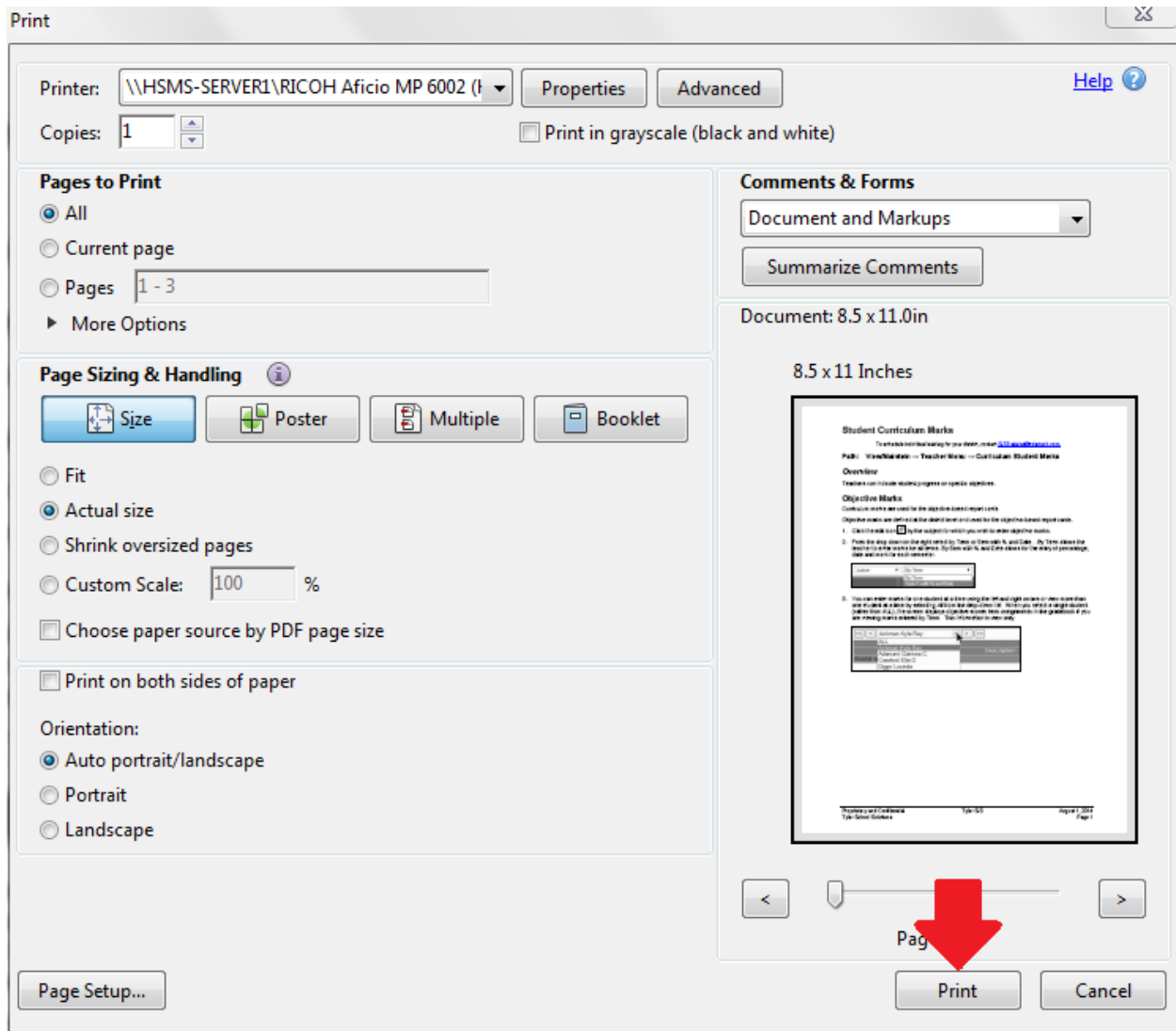


6.) Click the drop-down under "Staple" and select your option (usually "Top Left Slant")



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 stapled print job to the copier. Have fun!