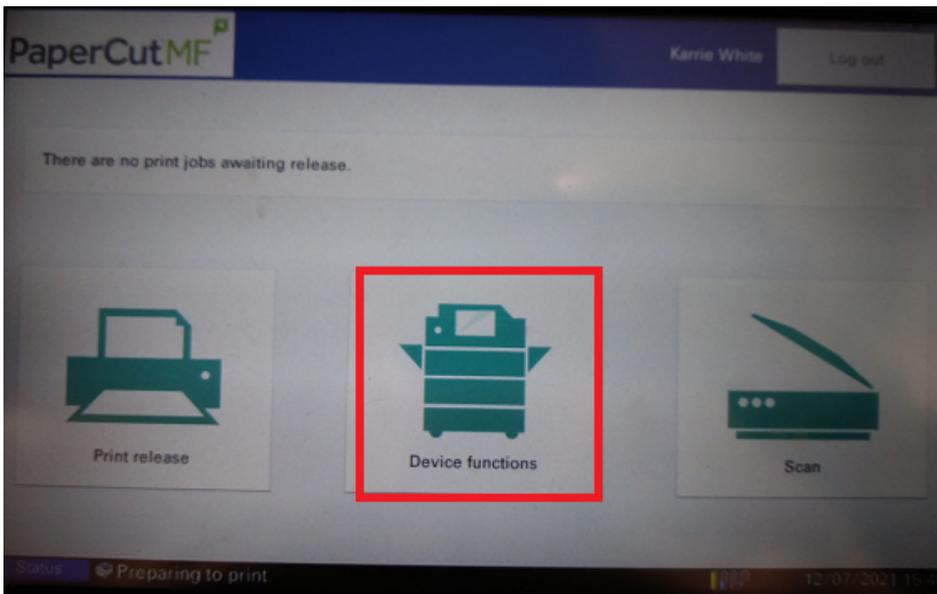


# How to use the Kyocera Staple/Punch

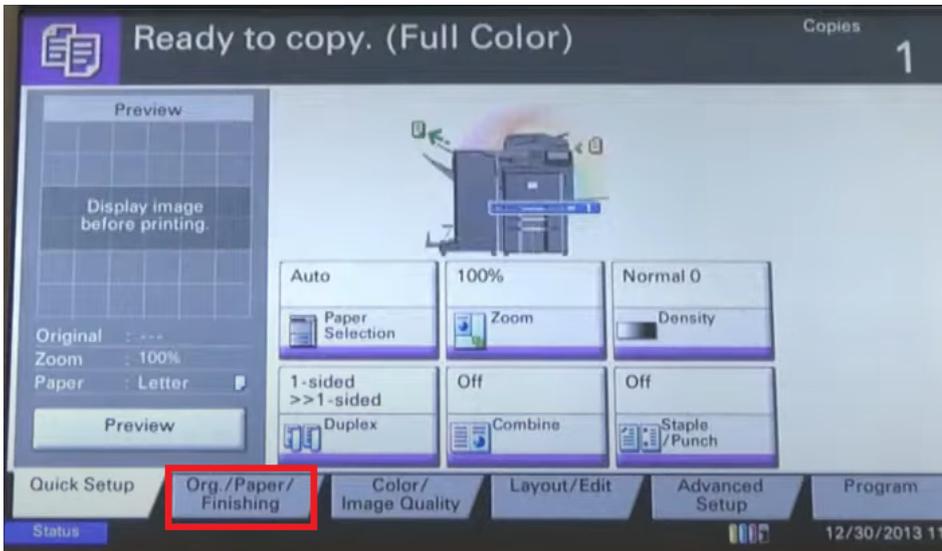
Kyocera copiers use special staples. Please do not try to load any other kind of staples.

## On the Kyocera physical copier.

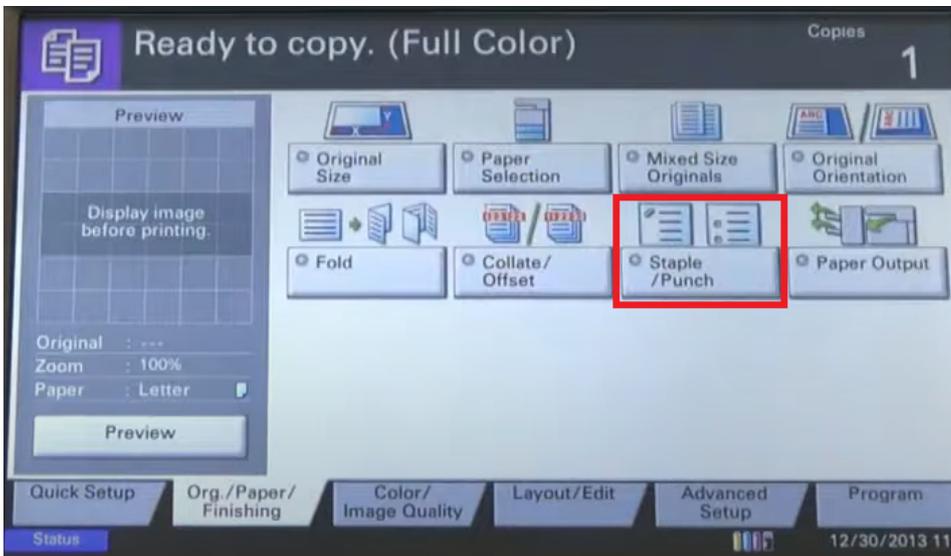
- 1.) Scan your ID card to access the print screen.
- 2.) Select **Device Functions** and go through the prompts.



3. Select the **Org./Paper/Finisher** Tab.



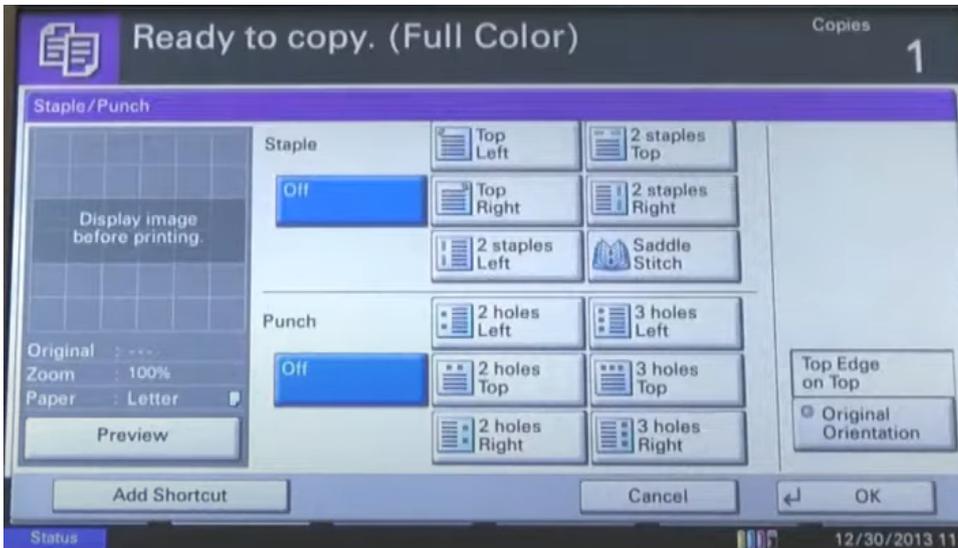
4. Select **Staple/Punch** function.



5. For staples: Select staple location. For hole punch: Select hole punch location. Both of these would depend on where you would like the staple/punch to go.

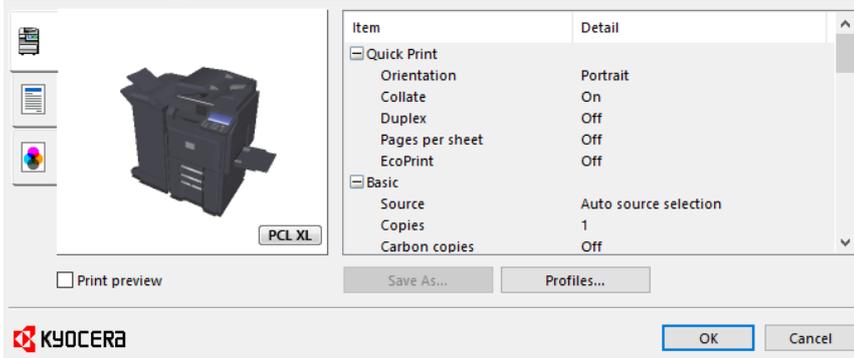
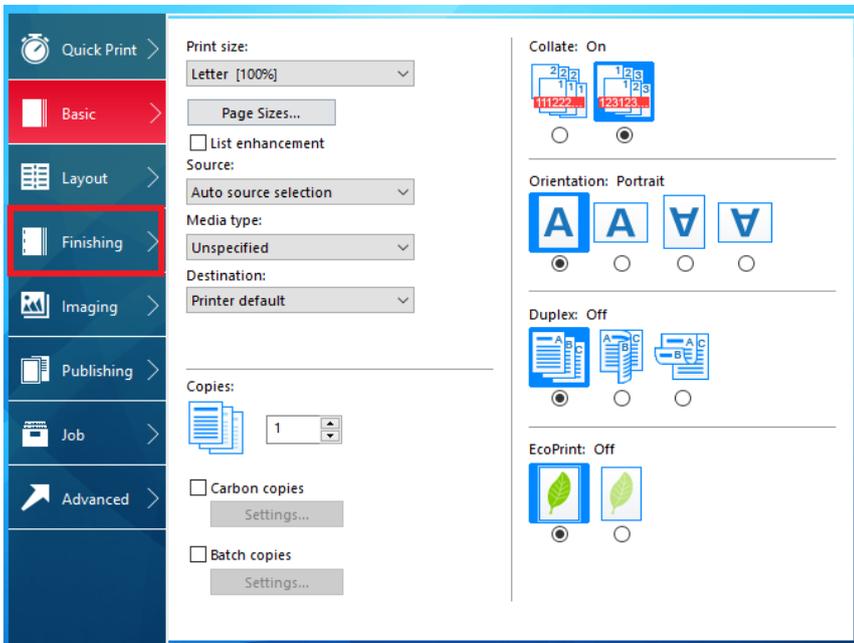
6. Select **OK**

7. Place originals in the document processor and press **Start**.



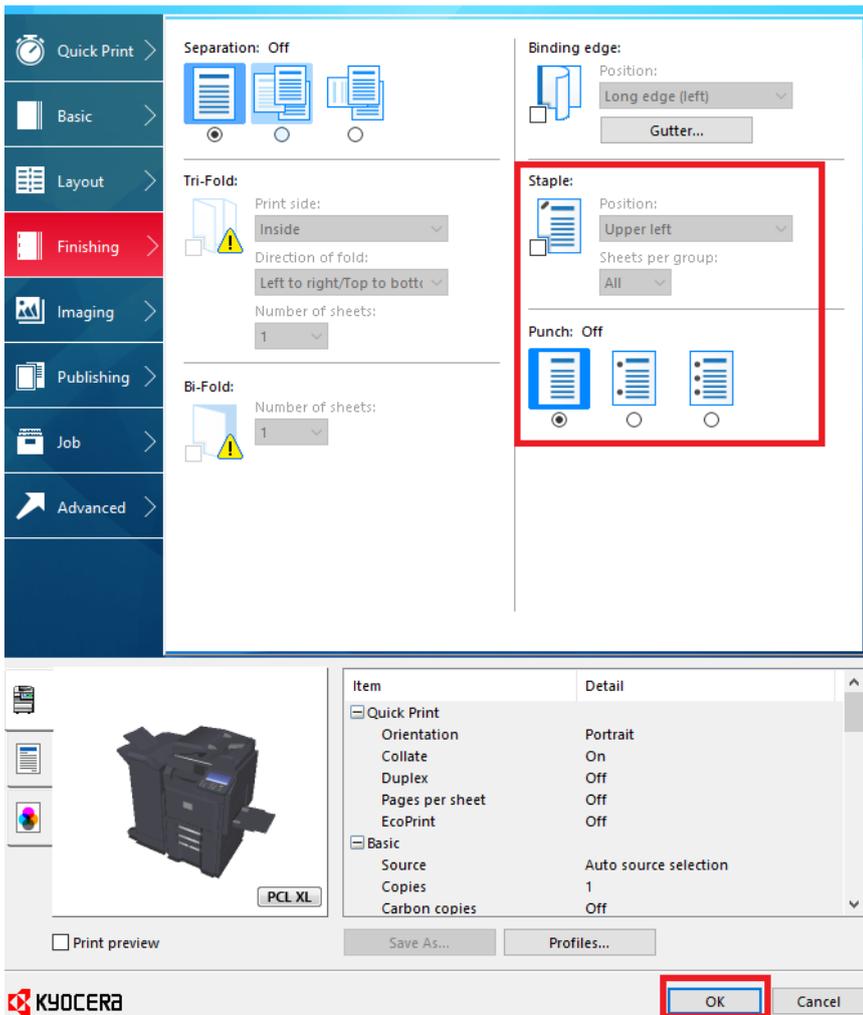
## On the printer settings in the computer.

- 1.) When you go to print, select **Printer Preference** before you print.
- 2.) When the Kyocera printer preference screen pop ups, click on **Finishing**.



3. Choose your options for punch holes or staples. You have to enable the check box for staples if you want to use it.

4. Click **OK** and then print as normal.



Revision #4

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