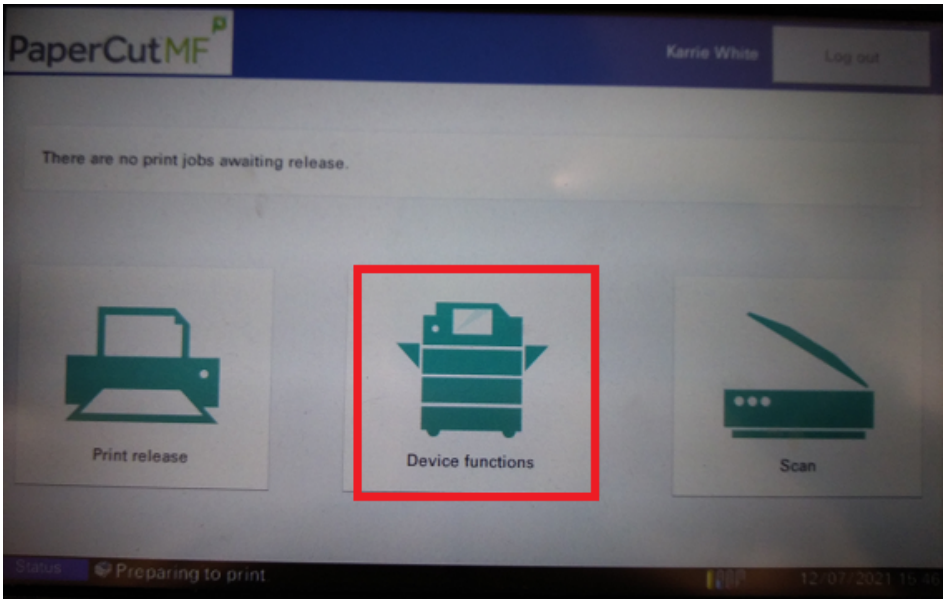
How to use the Kyocera Staple/Punch

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

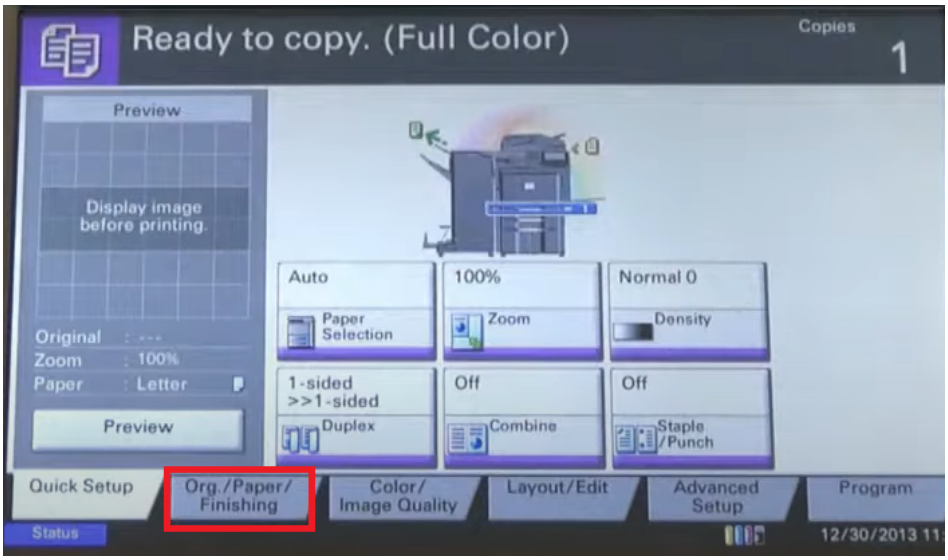
On the Kyocera physical copier.

1.) Scan your ID card to access the print screen.

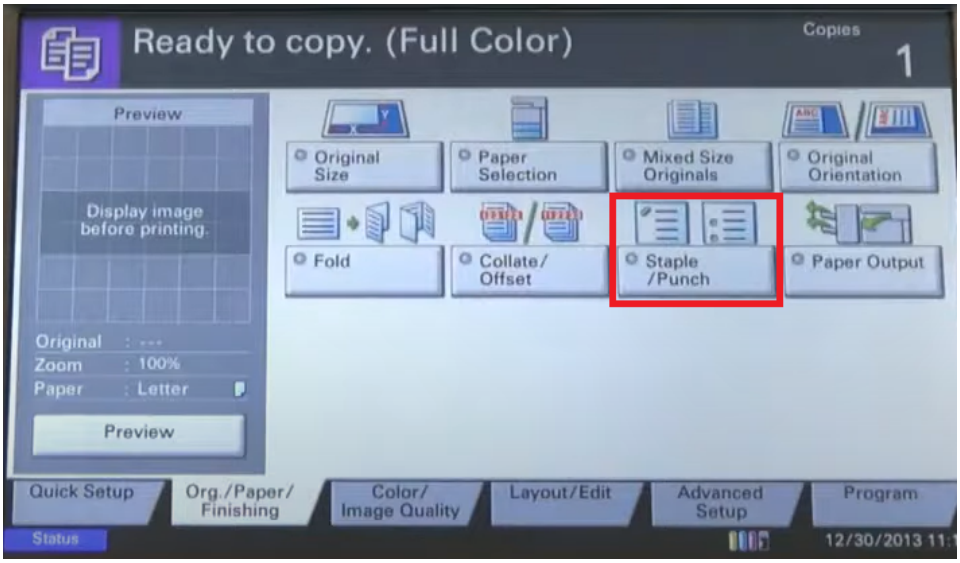
2.) Select **Device Functions** and go through the prompts.



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



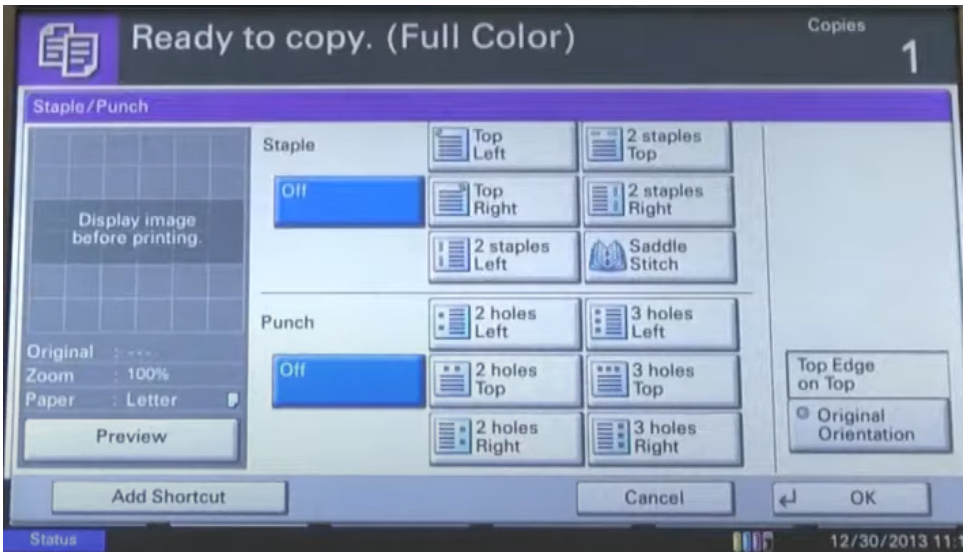
4. Select **Staple/Punch** function.



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**

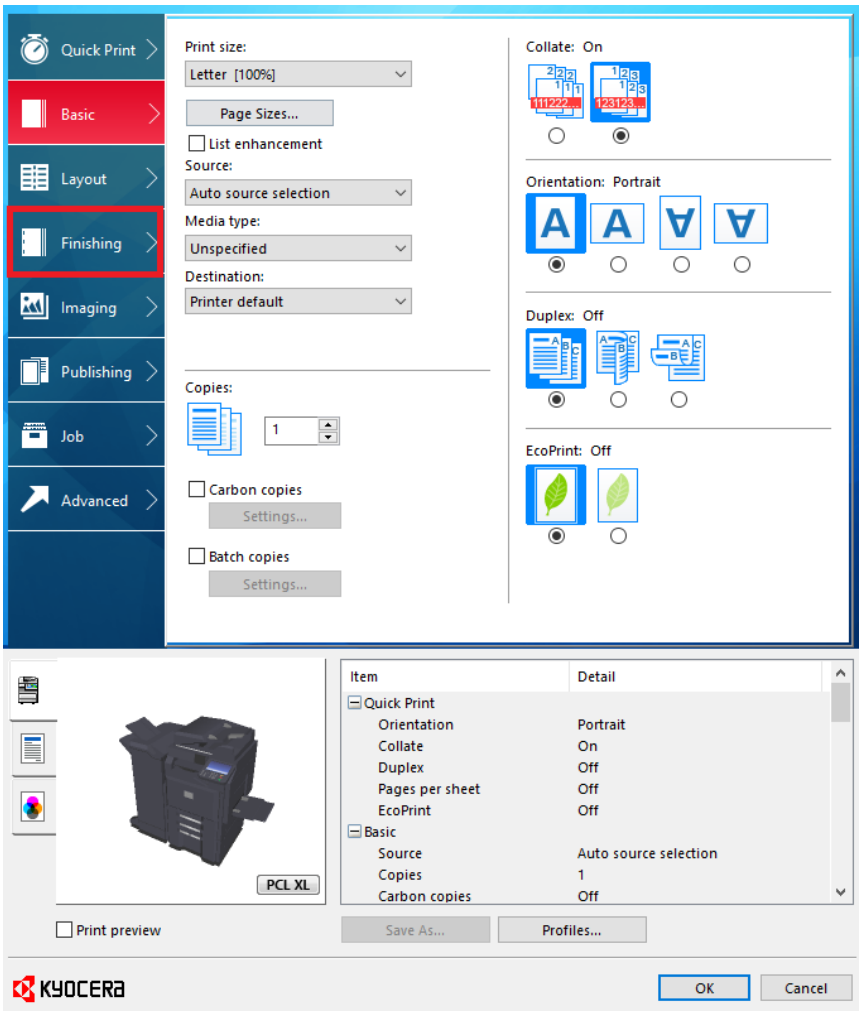
7. Place originals in the document processor and press **Start**.



On the printer settings in the computer.

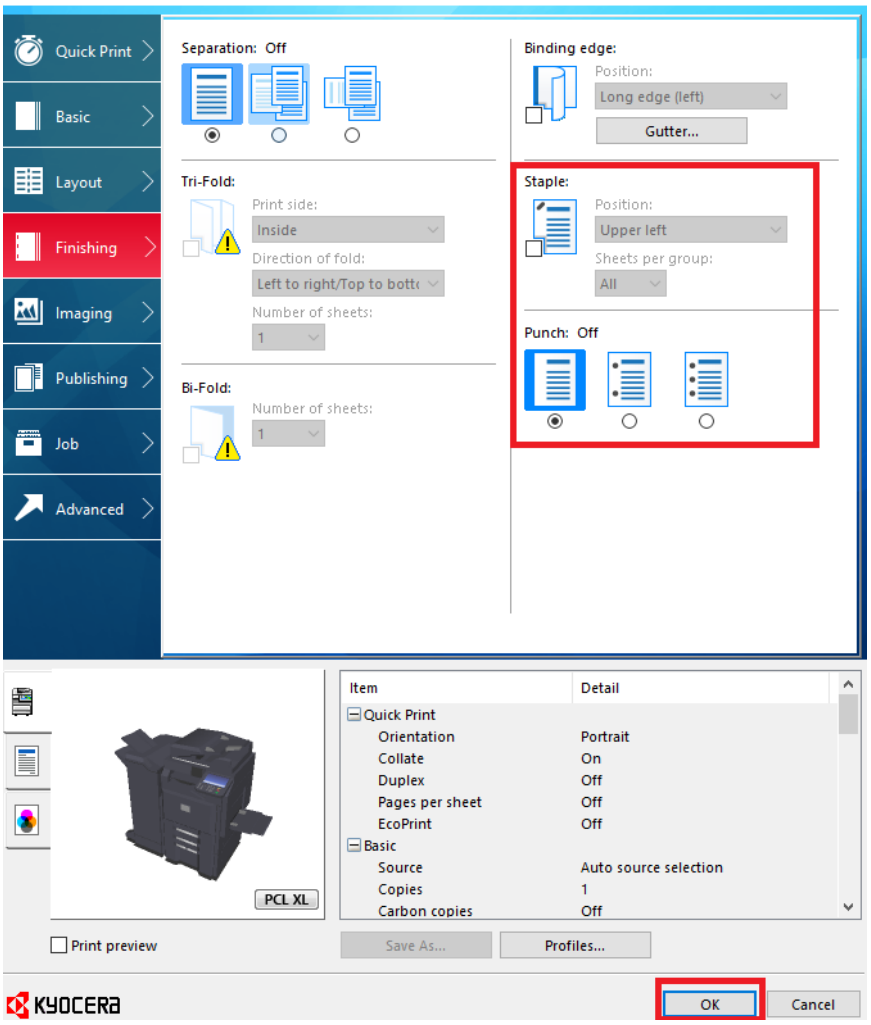
1.) When you go to print, select **Printer Preference** before you print.

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
Created 2022-10-21 15:07:40 UTC by Karrie White
Updated 2023-04-26 20:39:30 UTC by Karrie White