

COPY DOCUMENTS-FINISHING

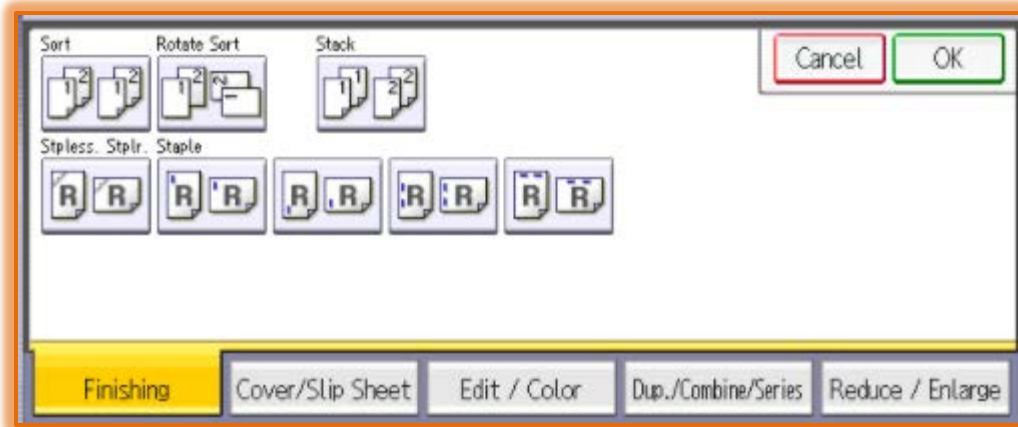
This process is used to staple documents. Staples can be applied to the upper left corner (1 staple), bottom left corner (1 staple), the left side (3 staples), or top (2 staples) of the document.

☞ Place all the originals in the **ADF** in the orientation in which they would normally be read.

or

☞ Place the original on the **Exposure Glass** using the same orientation, but place the original face down.

☞ Press **Finishing**. This key appears in the **bottom left corner** of the **Display Panel**.



☞ Select one of the **Stapling Positions**.

☞ Press **OK**.

☞ Specify the number of copies using the **Number Keys**.

☞ Press the **Start Key**.

NOTE: The Finishing process can also be completed by pressing the appropriate option on the Main Copy Window. However, there aren't as many stapling options available as there are if the Finishing option is selected.