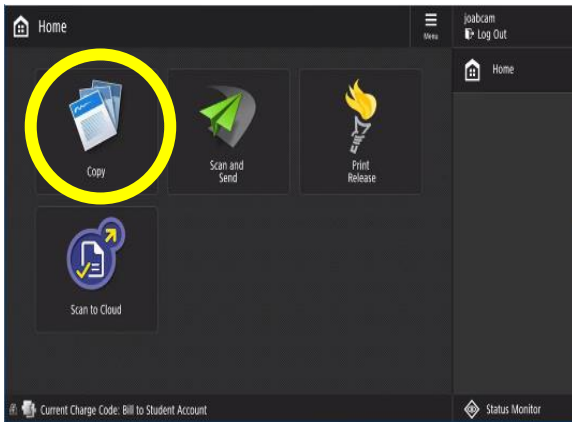
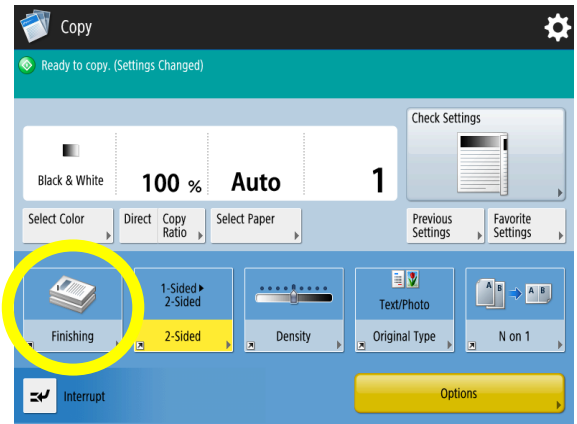


# Stapling Your Document(s)

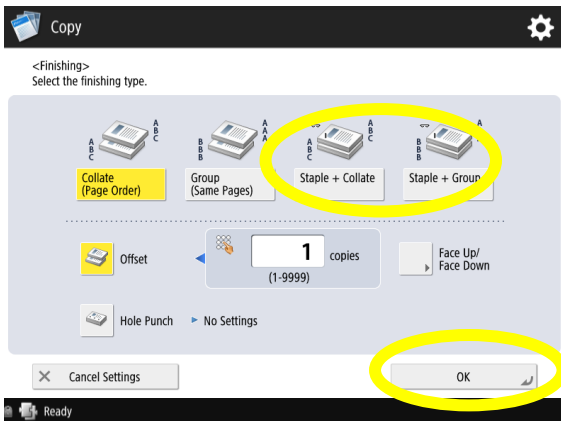
- 1** From the main menu, touch **Copy**.



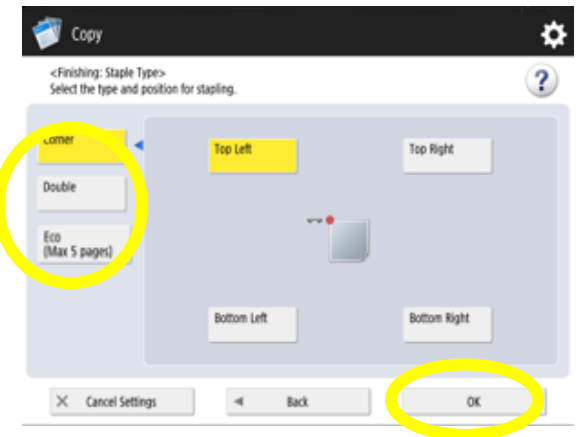
- 2** Place documents face-up in the feeder or face down on the glass. Touch **Finishing**.



- 3** a. Choose the desired staple type and position.  
b. Touch **OK**.



- 4** a. Touch the desired staple type and position. Choose **Staple, Double** (2 staples), or **Eco** (staple free: crimps pages together).  
b. Touch **OK**.

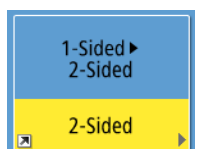


- 5** If advanced settings are needed (e.g., blank page removal), touch **Options**. Otherwise, touch **Start**.

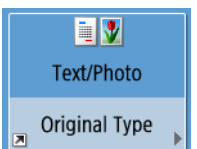


*Before copying your document, you can change different document settings:*

**2-Sided:** Change the setting to copy double-sided. *It will display as highlighted if selected.*



**Original Type:** Change the document type setting. The default is set to Text/Photo.

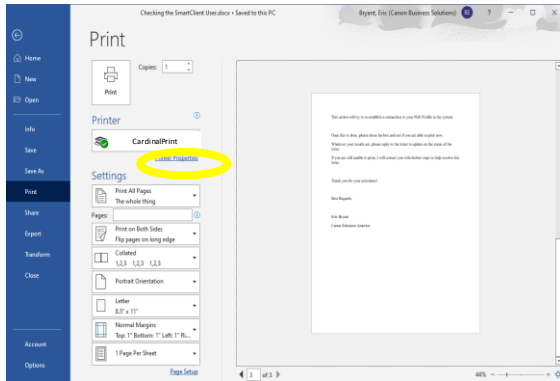


**Options:** Add advanced settings such as: Job Build, Copy Ratio, and Erase Frame.

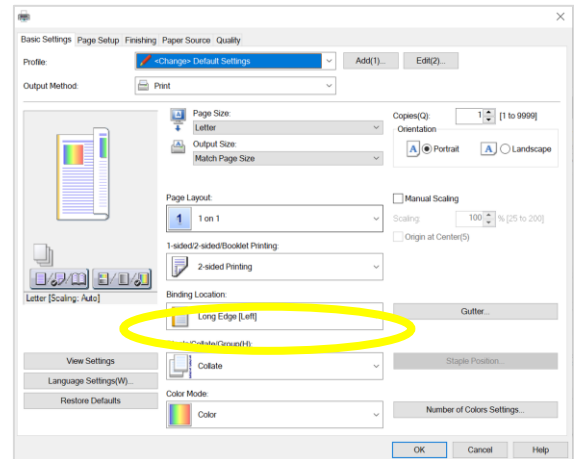


# Printing: Changing Defaults – Staple

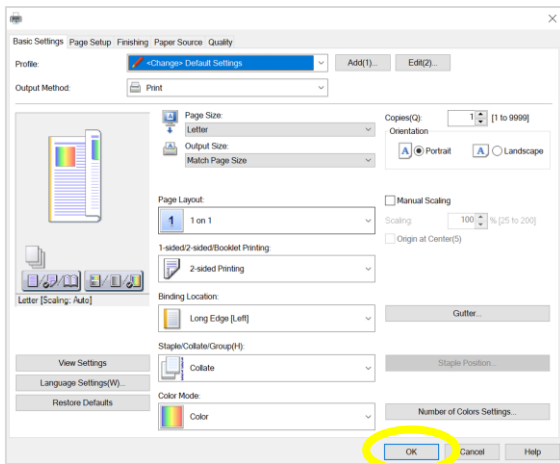
- 1 a. In your document, click on **File** → **Print**.  
b. Select **CardinalPrint**.  
c. Click on **Printer Properties**.



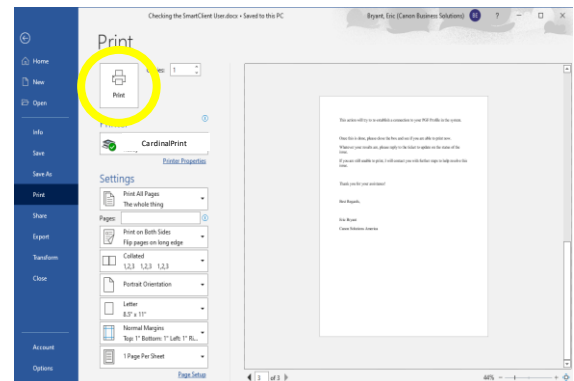
- 2 a. Click on the **Staple/Collate Group** drop-down.  
b. Select the desired staple setting for your document(s).



- 3 Click on **OK**.



- 4 Your main print screen will display. Click **Print** to send your document to CardinalPrint.



- 5 Go to the nearest Cardinal Print device to print your document(s).