

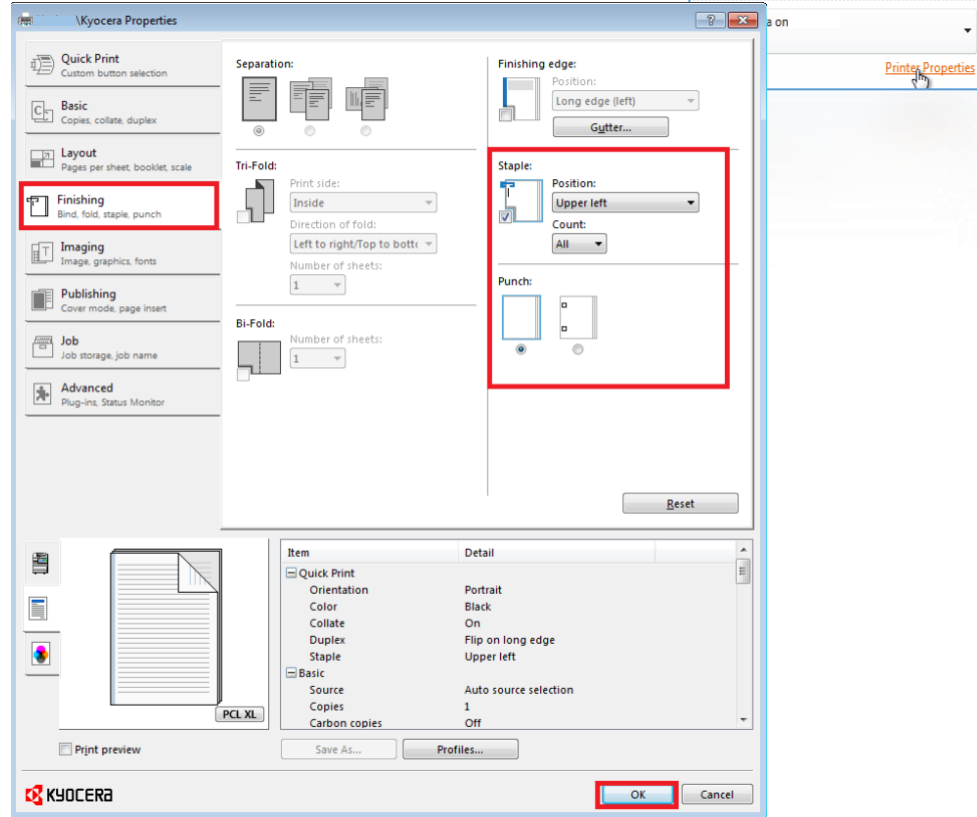
6n Printing – Kyocera Finishing Options – Hole punch & staple



How to hole punch and staple your document

To set finishing options on your document for Kyocera printing, follow the steps below. The Kyocera printers are available in all student work areas.

Select **Printer Properties** prior to printing.



Select **Finishing** then select the Staple and/or Punch options as required.

Press **OK**. Press **Print**.

This will only select options for the current job and will need setting each time you send a document to print. The **staple** and **hole punch** features are free to use.



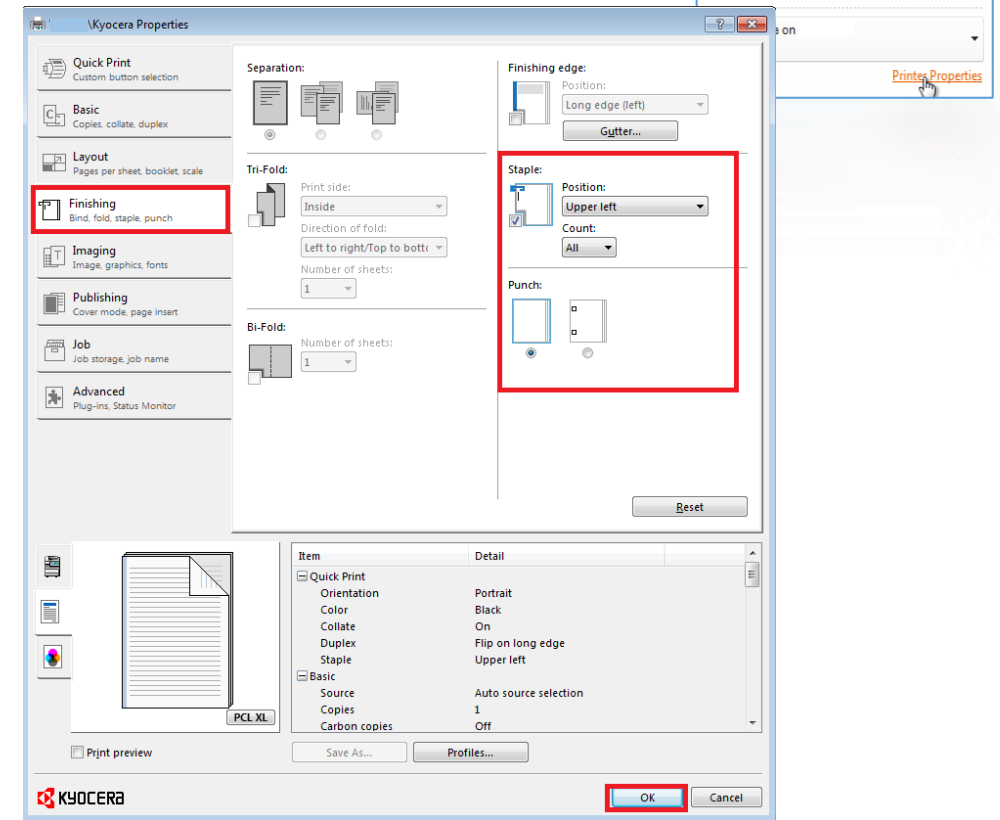
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