

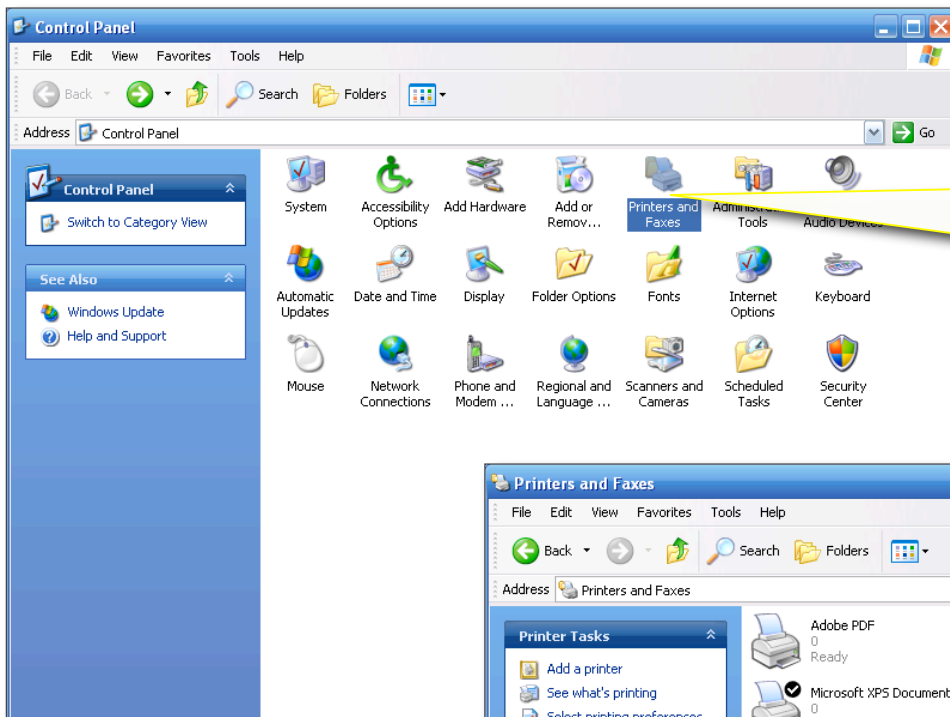


Setting The Printer to Auto-Staple

For your own PC only. Public computers are configured.

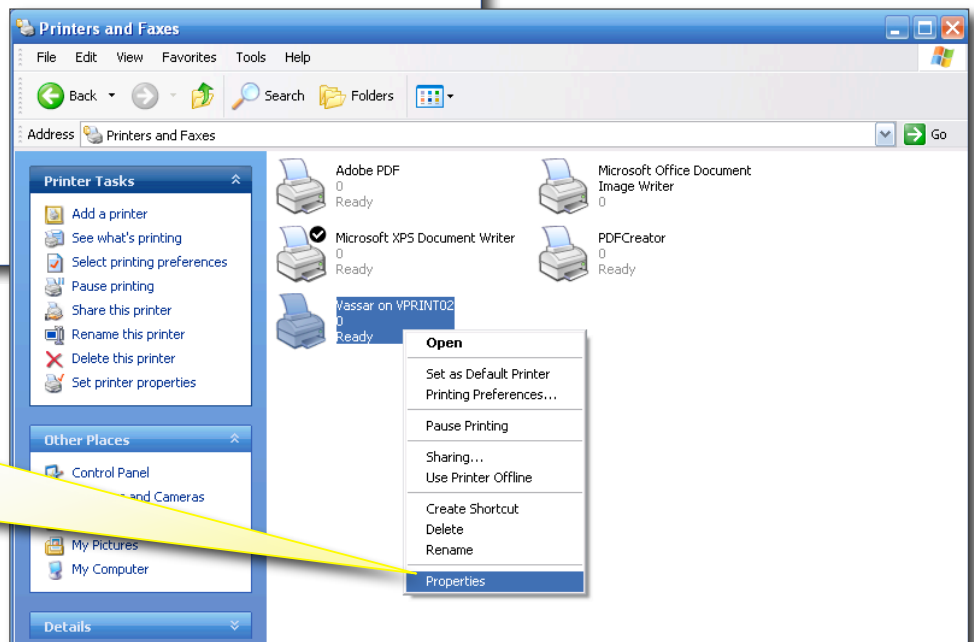
Changing the printer settings:

NOTE: YOU WILL ONLY HAVE TO CHANGE THESE SETTINGS ONCE!

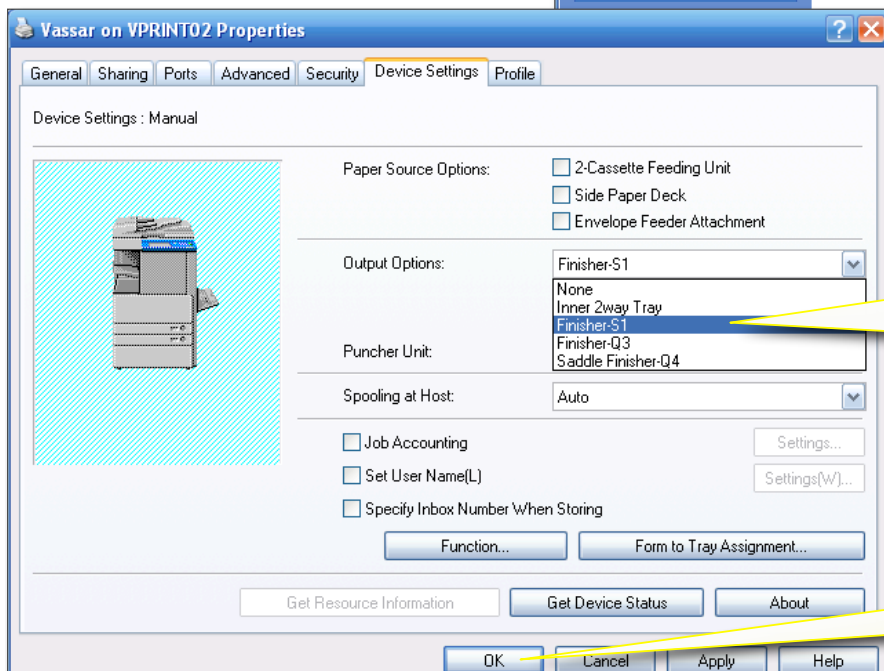


Double-click "Printers & Faxes" from the Windows Control Panel.

Right-Click on the Vassar on VPRINT02 printer and choose "Properties" from the drop down menu.



On the "Device Settings" tab, choose "Finisher SI" from the Output Options drop down menu.



Click "OK" to save your settings.

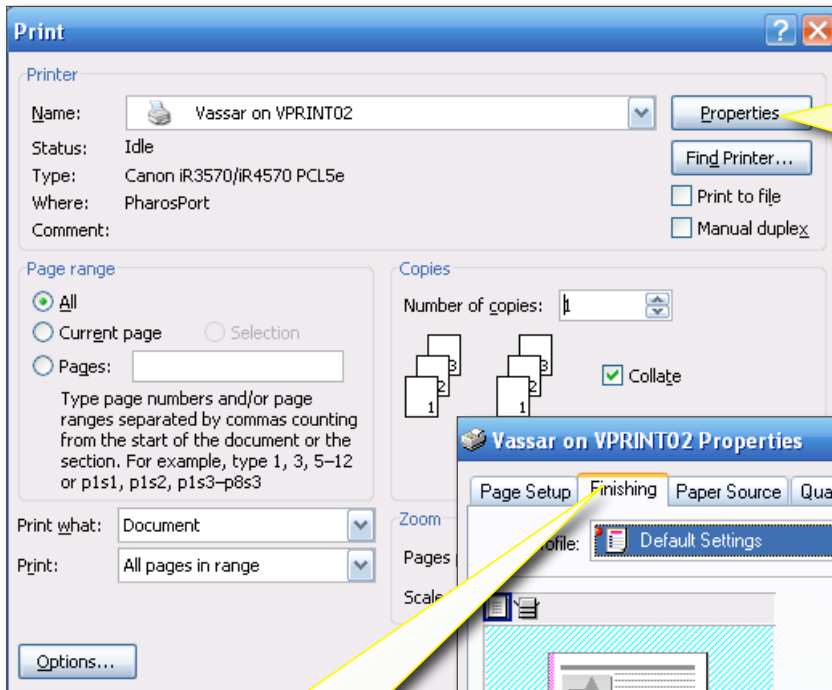


Automatic Stapling

Telling the VPrint printer to automatically staple your job.

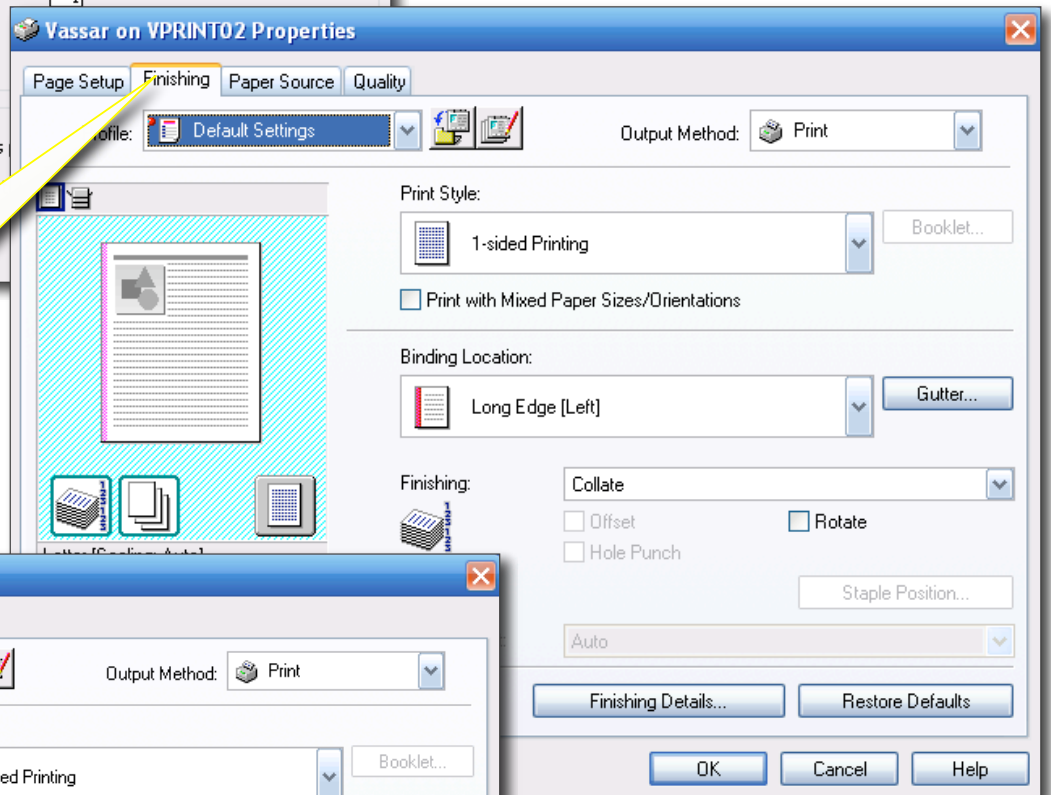
Changing the print job settings:

NOTE: YOU WILL DO THIS EACH TIME YOU WANT YOUR PRINT JOB STAPLED.



Click either "Preferences" or "Properties". This will depend on what program you are using.

In the next window, click the "Finishing" tab.



Select "Staple & Collate" from the "Finishing" drop down menu.

