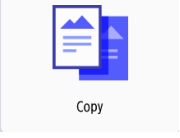

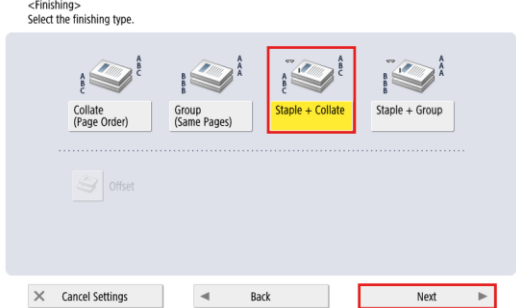
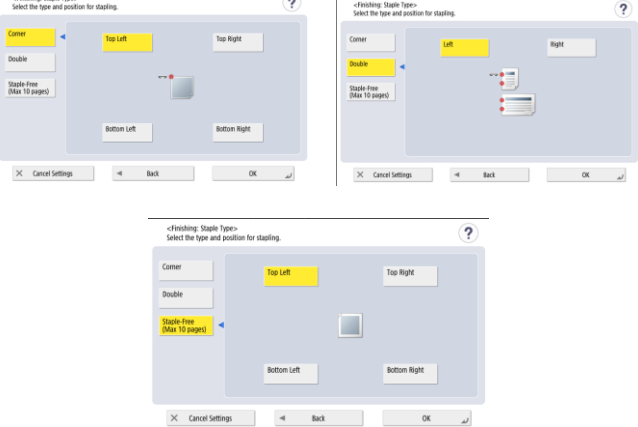


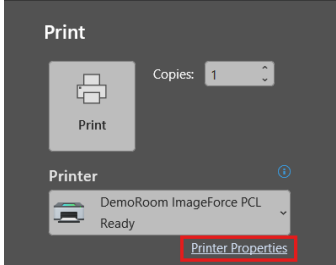
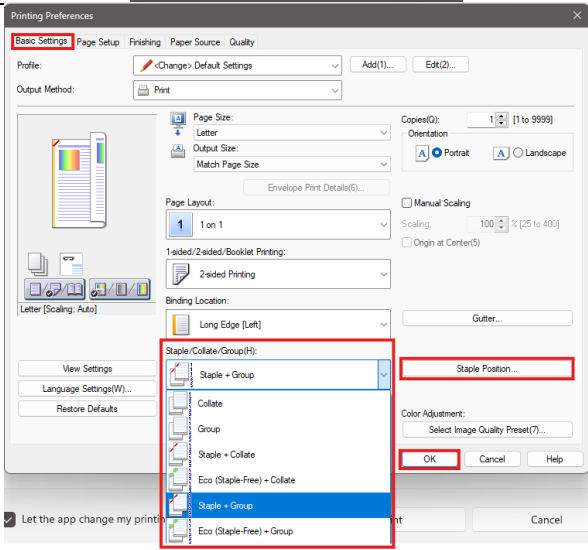
Canon ImageFORCE: Staple and Staple-Free Finishing Options

This guide will cover how to add different staple finishes to copy and print jobs.

From the Copy Feature:

<ol style="list-style-type: none"> 1. Select the Copy from the Main Menu screen. 2. Place documents face up in document feeder or face down on the platen glass. 	
<ol style="list-style-type: none"> 3. Select Finishing. 	
<ol style="list-style-type: none"> 4. Select either the Staple + Collate or Staple + Group icon. 5. Select the Next button to select the staple type and position. 	
<ol style="list-style-type: none"> 6. There are 3 different staple types: <ul style="list-style-type: none"> • For a single Corner staple, choose the position. • For a Double staple, choose left or right side. • For a Staple-Free (Eco-Staple), choose the position. This will crimp the corner of the sheet. 7. Select the OK button to save and close the finishing window. <p>*Note: Some finishers have other options*</p>	

From the Print Driver:

<ol style="list-style-type: none"> 1. From the computer, open document, go to File. 2. Select Print. 3. Select Printer Properties. 	
<ol style="list-style-type: none"> 4. Under the Basic Settings tab, select the Staple/Collate/Group menu. 5. Select Staple + Collate or Eco (Staple-Free) + Collate from the dropdown menu. This can also be done in combination with Group. 6. Select Staple Position... to the right to choose the position of the staple. It will default to the upper-left corner. 7. Select OK to save and close the print driver window. 	
<ol style="list-style-type: none"> 8. Select Print to print the document with staple finish. 	