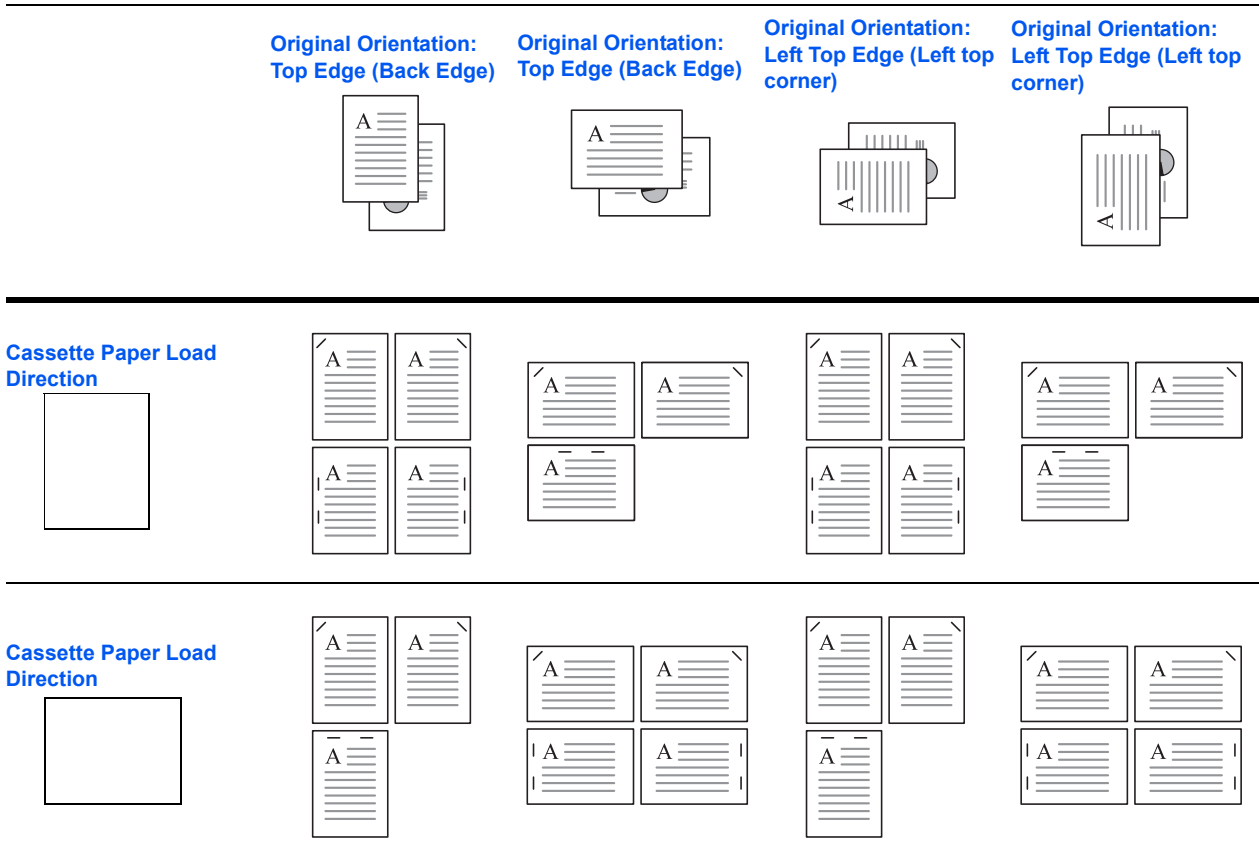## Staple

Use this feature to staple your finished copies.

NOTE: Stapling requires the optional document finisher. Note also that saddle stitching (center stapling) requires the folding unit.
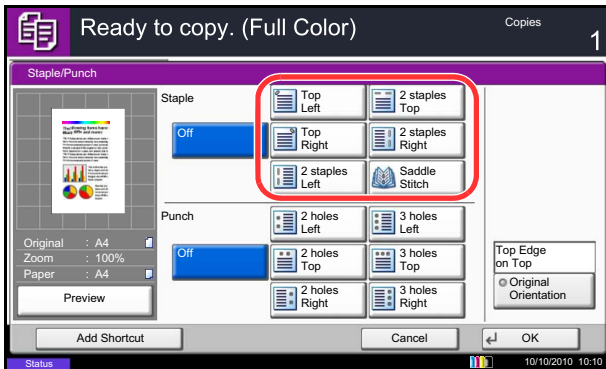
For details on paper sizes and numbers of sheets that can be stapled, refer to *1,000-sheet Finisher (Option) on page Appendix-28* or *4,000-sheet Finisher (Option) on page Appendix-29*.

The following stapling options and orientations are available.

NOTE: B5-R and 16K-R "one staple" is not diagonal.

Follow the steps as below for stapling.

1 Press the **Copy** key.

2 Place the originals on the platen.

NOTE: When performing *Mixed Size Stapling*, refer to *Mixed Size Originals on page 4-6*.

3 Press [Org./Paper/Finishing] and then [Staple/Punch].

4 Select the staple position.

NOTE: To use saddle stitching, press [Saddle Stitch]. When placing originals, be sure to place the cover page at the bottom. For more information on saddle stitching, refer to *Booklet on page 4-20*.

5 Press [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

6 Press [OK].

7 Press the **Start** key. Copying begins.

Mixed Size Stapling

Even with mixed paper sizes, if the sizes have the same width or same length as shown in the combinations below, the output can be stapled. The maximum number of sheets that can be stapled is 30.
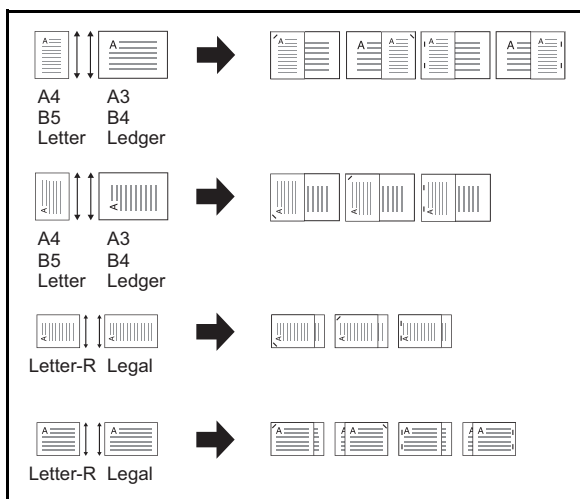
• A3 and A4

• B4 and B5

• Ledger and Letter

• Ledger and Letter-R

• 8K and 16K

Punch

Punch holes in sets of finished copies in preparation for binding.

**NOTE:** Requires the optional document finisher and punching unit.

For details on paper sizes that can be punched, refer to *Hole Punch Unit (Option) on page Appendix-29*.

The orientations of the original and corresponding punch positions are as follows.

Original	Copy	Orientation of Original	
		Platen	**Document processor**
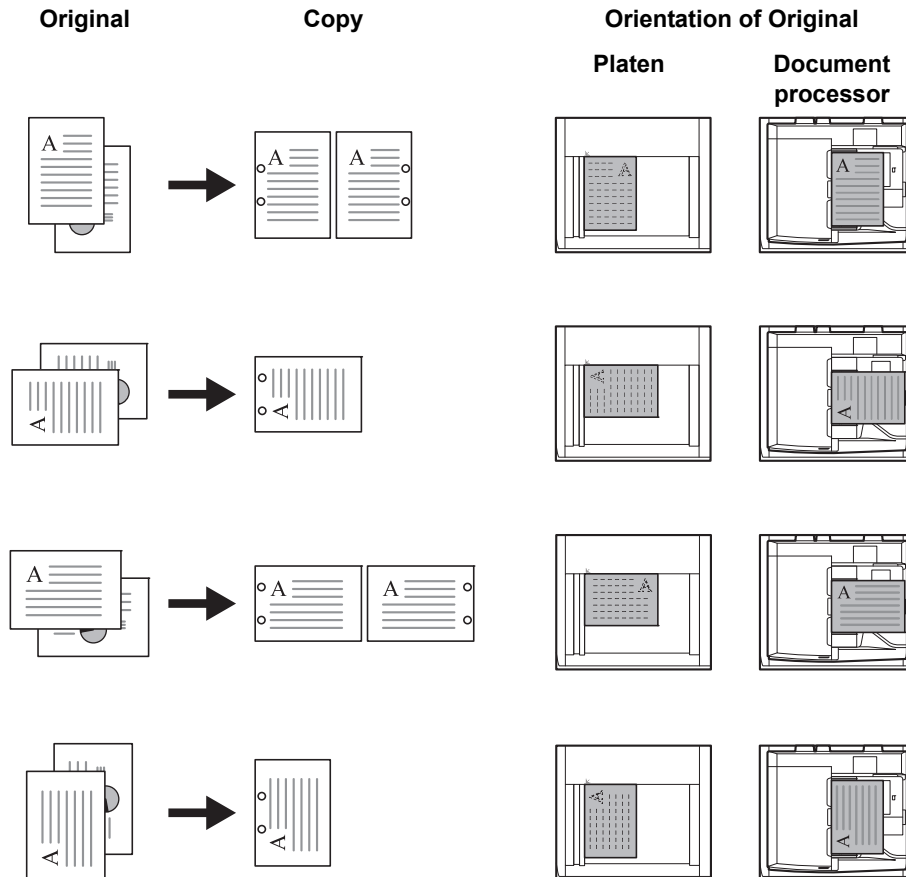
NOTE: The inch model provides two-hole and three-hole punching. The metric model provides two-hole and four-hole punching.

Follow the steps as below for punching.
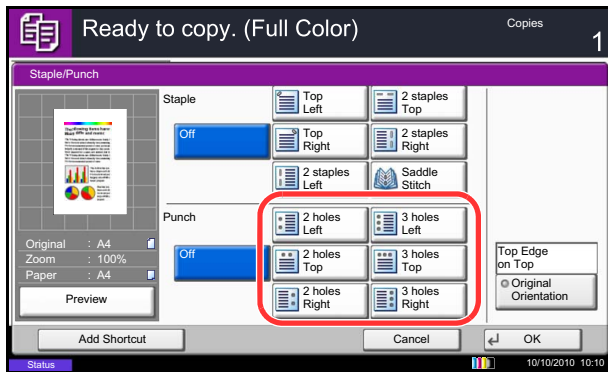
1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Org./Paper/Finishing]and then press [Staple/Punch].

4 Select the type of hole punching.

5 Press [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

6 Press [OK].

7 Press the **Start** key.

If the original is placed on the platen. Place the next original and press the **Start** key. Copying begins.

If all original pages have been scanned, press [Finish Scan]. Copying begins.