
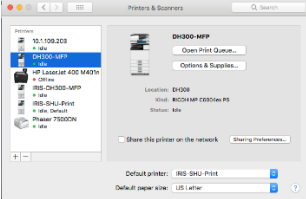
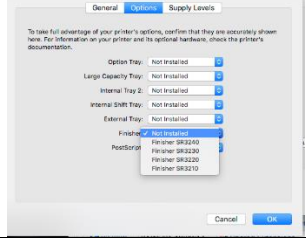


Turn on the Stapler Feature -Ricoh Copiers	
<p>Turn on Studio-MFP copier, stapler feature</p>	
<ol style="list-style-type: none"> 1. Under the top Finder menu, tap on the Go, and drop down and tap on applications. 2. From applications, tap on System Preferences, and tap on the Printers & Scanner icon. 	
<ol style="list-style-type: none"> 3. Tap on the Iris-Studio-MFP printer. 4. Tap on the options and Supplies button, 	
<ol style="list-style-type: none"> 5. Tap on the Options tab, and under the Finisher select the Finisher SR3210, for the Studio-MFP and tap on the OK, button. 	

Using Stapler Feature from Microsoft Word

1. Open the **Microsoft Office Word** from your application folder and have at least two documents ready to print.
2. From the **file menu**, of Microsoft Word drop down and tap on **print**, and tap on the Iris-Studio-MFP printer,
3. Under the **Copies & Pages**, tap the drop-down arrow to **Printer Features**,
4. Under the **Feature Sets**, tap on **Finishing**.
5. Under the Staple, tap on your **preference** for which corner you would prefer the stapling for your document.