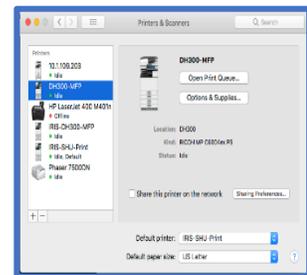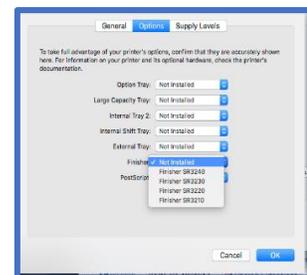| **Turn on the Stapler Feature -Ricoh Copiers** Turn on the **IRIS-SHU-Print** copier, stapler feature.	
1. Under the top **Finder menu**, tap on Go, and drop down and tap on **applications.** **2.** From **applications**, tap on **System Preferences**, and **tap** on the **Printers & Scanner icon.**	
3. Tap on the **Iris-SHU-Print** printer. 4. Tap on the **options** and **Supplies button**,	
5. Tap on the **Options tab**, and under the **Finishe**r select the **Finisher SR3210**, for the **IRIS-SHU-Print** and tap on the **OK**, button.	

Using Stapler Feature from Microsoft Word

1. From **Microsoft Office Word** from your application folder and have at least two documents ready to print.
2. From the **File menu**, of the Microsoft Word drop-down and tap on **print**, and **tap** on the Iris-IRIS-SHU-Print copier.
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.