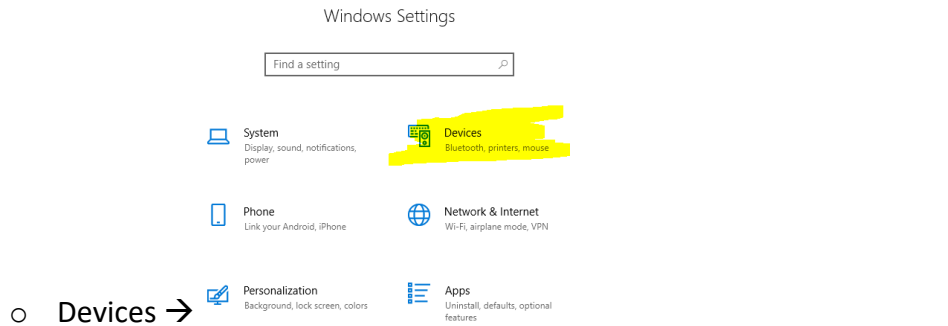


How-To Enable the STAPLE Feature On Your Computer

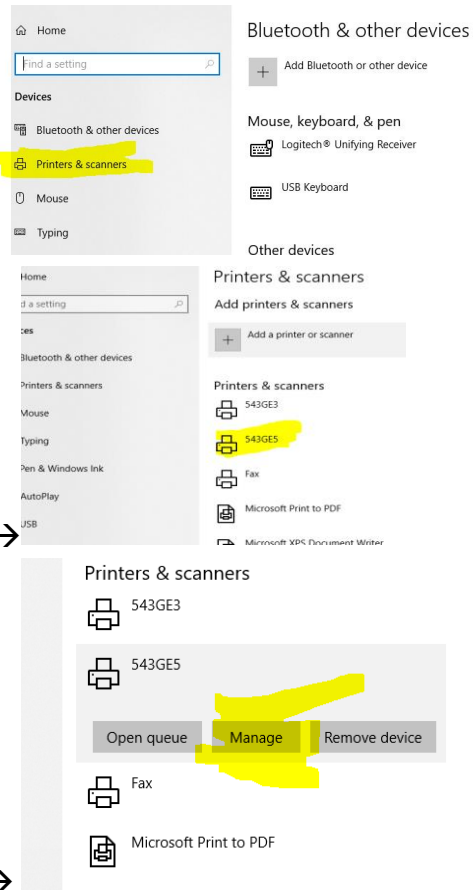
- Windows Settings →

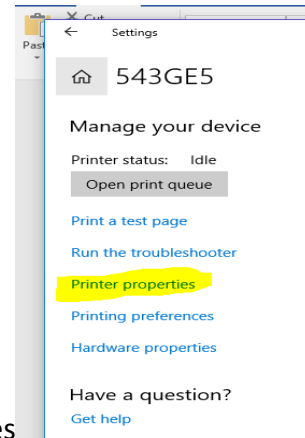


- Printers & Scanners →

- Click on 543GE5 →

- Manage →





Printer Properties

Accessories Table

543GE5 Properties

General | Sharing | Ports | Advanced | Color Management | Security | **Accessories** | Advanced Options

543GE5

Location: Building 543 Ground Floor East

Comment:

Model: SAVIN MP C6004 PCL 6

Features

Color: Yes

Double-sided: Yes


Paper available:

Enable Finisher SR3210

Manage your device

543GE5 Properties

General | Sharing | Ports | Advanced | Color Management | Security | **Accessories** | Advanced Options



☐ Tray 3 (LCT) ☐ Large Capacity Tray

☐ Internal Tray 2 ☐ Internal Shift Tray

☐ External Tray ☒ **Finisher SR3210**

☐ Finisher SR3220 ☐ Finisher SR3230

☐ Finisher SR3240

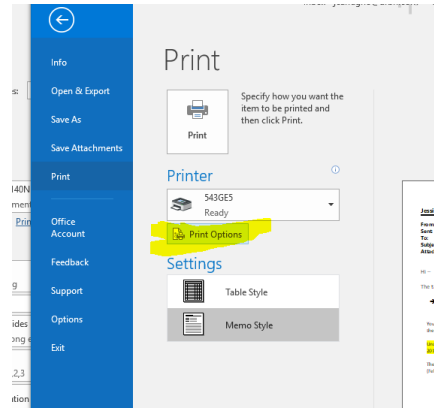
Punch Unit: Total Memory:

☒ Automatically Update Printer Information

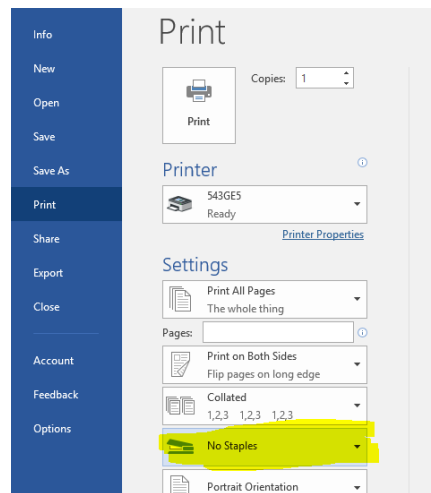
How to PRINT a STAPLED File

- File → PRINT

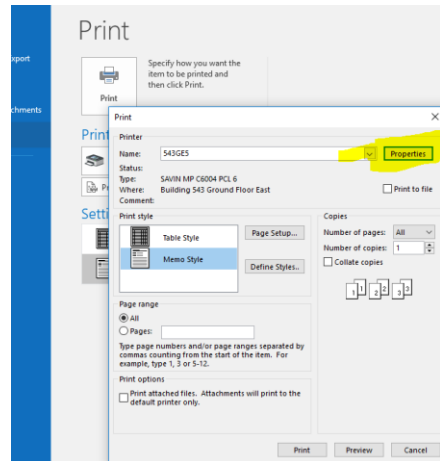
- Print Options (Outlook)



- No Staples Drop-Down (Word, Excel, PowerPoint)



- Properties (Outlook)



- Staple – From “Off” drop down to your choice of staple position (Outlook)

