

STAPLE-FREE STAPLING AND STAPLE ON DEMAND

SCENARIO

- Are you interested in reducing your use of consumables, but have a need to bind the pages of your documents together?
- Would you like to reduce the stacking height of your bound document sets?
- Do you often remove the staple from a document set you are scanning through the feeder, and have the need to re-staple after scanning is complete?
- Have you ever printed a document and forgotten to set the staple function in the print driver?

BENEFITS

- Small document sets can be bound together without the use of an actual staple, using the Staple-Free Staple feature. This helps reduce the amount of consumables the customers need to manage, and also helps reduce waste.
- A stack of originals that had to have the staple removed due to being fed through the document feeder can be re-stapled right at the device.
- Documents can be stapled at the device, if the user forget to select the setting at the time of printing.



STAPLE-FREE
STAPLING



STAPLE ON
DEMAND

Note:

Supported Models: imageRUNNER ADVANCE

Requires inner or external finisher depending on the model. See product pages for details.

HOW TO:

Staple-Free Stapling – From the Copy Screen

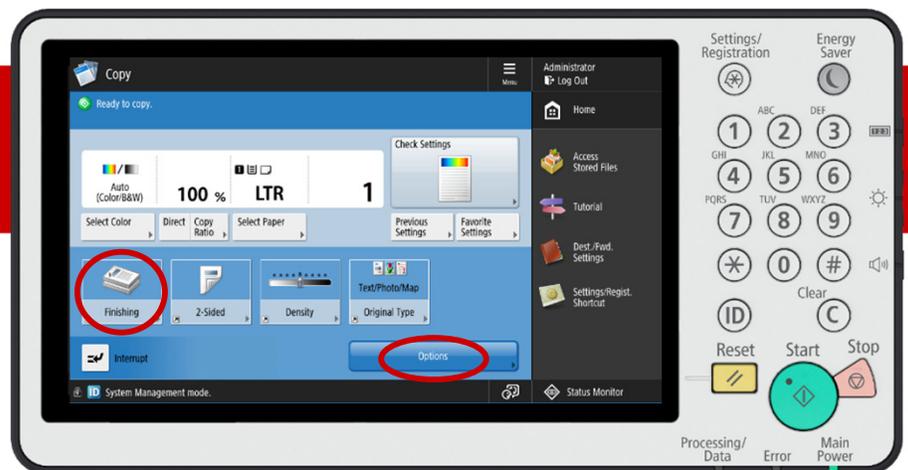
1 Place the document on the platen glass or in the automatic document feeder (ADF)

2 From the [Home Screen], select [Copy]



3 Select [Finishing]

Note: Buttons may not be located in the same spot due to [Register Options Shortcuts]. Press [Options] for more settings.



4 Choose a stapling option: [Staple + Collate] or [Staple + Group], then press [Next]



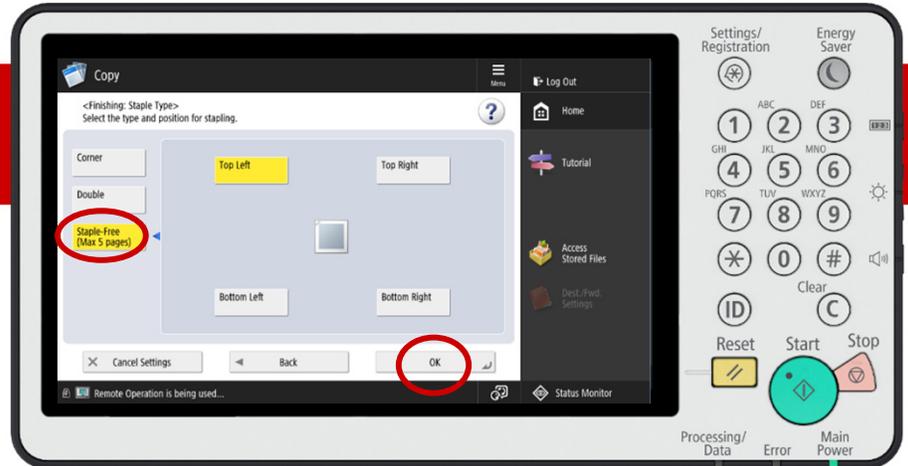
HOW TO:

Staple-Free Stapling – From the Copy Screen

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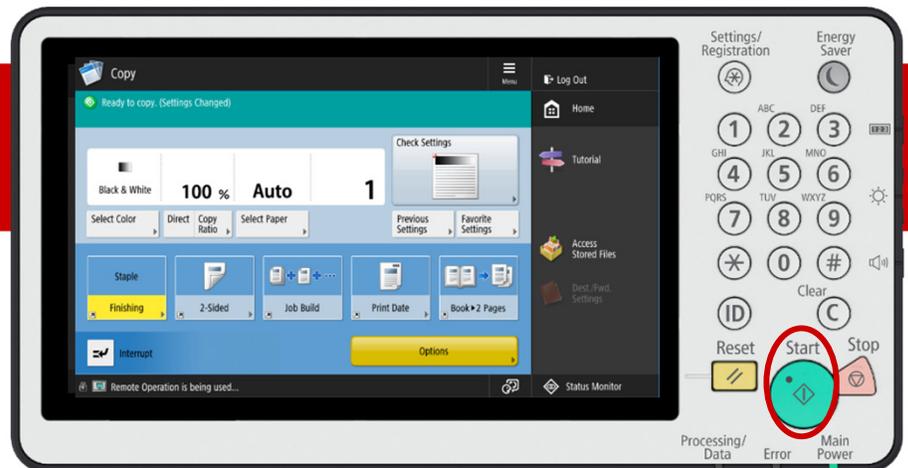
Select **[Staple-Free]** on the left side, then choose the position for stapling. Press **[OK]**

Note: Staple-Free Stapling is supported for a maximum of 5 pages of 64 gsm paper, and a maximum of 4 pages of 80 gsm paper.



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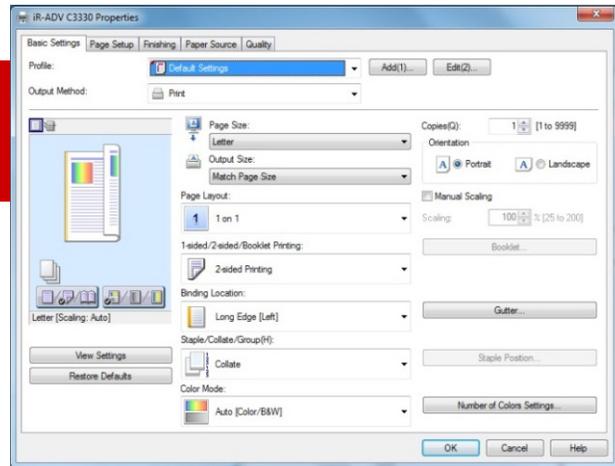
Press the **[Start]** button on the Control Panel to begin copying



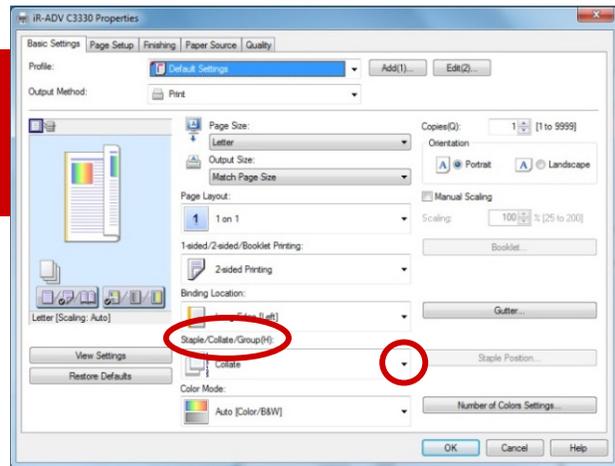
HOW TO:

Staple-Free Stapling – From the Print Driver

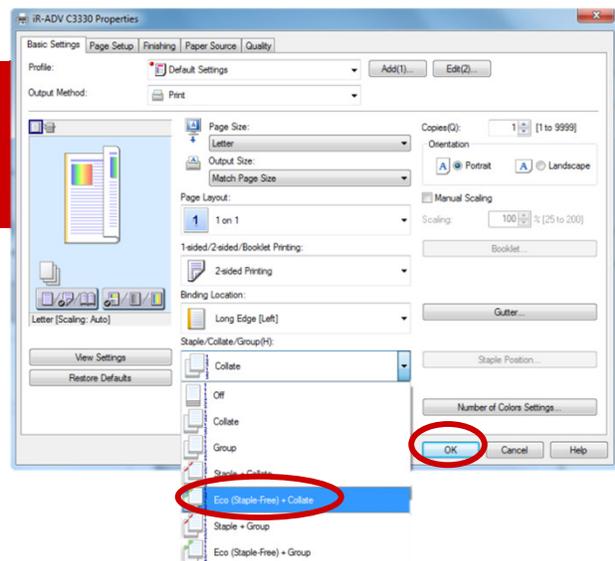
7 Open the [Print Driver Settings]



8 Select the [Staple/Collate/Group] drop down menu



9 Select [Eco (Staple-Free)] then press [OK].



HOW TO:

Staple On Demand – On the Device

7 Place your original face down in the external slit of the Inner Finisher



8 Press the [Staple] button, which will light up green

Note: Originals can also be stapled without the need to push the green button. Simply place the originals in the external stapler and wait. The default is set to bind the document after 3 seconds., but this can be adjusted from 1 to 5 seconds.



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