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Use the Finishing Menu to define how the printer delivers the printed output.

Select a menu item for more details:

- **Blank Pages**
- **Collation**
- **Copies**
- **Duplex**
- **Duplex Bind**
- **Hole Punch**
- **Multipage Border**
- **Multipage Order**
- **Multipage Print**
- **Multipage View**
- **Offset Pages**
- **Separator Sheets**
- **Separator Source**
- **Staple Job**
- **Staple Prime Src**

Note: Values marked by an asterisk are the factory default settings.

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Blank Pages

Purpose:

To specify whether to include application-generated blank pages as part of your printed output.

Values:

Do Not Print*

Does not print application-generated blank pages as part of your job.

Print

Prints application-generated blank pages as part of your job.

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Collation

Purpose:

To keep the pages of a print job stacked in sequence, particularly when printing multiple copies of the job.

Values:

- Off*** Prints each page of a job the number of times specified by the Copies menu item. For example, if you set Copies to 2 and send three pages to print, the printer prints page 1, page 1, page 2, page 2, page 3, page 3.
- On** Prints entire job the number of times specified by the Copies menu item. For example, if you set Copies to 2 and send three pages to print, the printer prints page 1, page 2, page 3, page 1, page 2, page 3.

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Copies

Purpose:

To set the number of copies you want for the printer default value. (Set the number of copies required for a specific job from the printer driver. Values selected from the printer driver always override values selected from the operator panel.)

Values:

1...999 (1*)

See also:

Collation

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

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Duplex

Purpose:

To set duplexing as the default for all print jobs. (Select Duplex from the printer driver to duplex only specific jobs.)

Values:

- Off*** Prints on one side of the paper.
- On** Prints on both sides of the paper.

See also:

[Duplex Bind](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)
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Duplex Bind

Purpose:

To define the way duplexed pages would be bound, and how the printing on the back of the sheet (even-numbered pages) is oriented in relation to the printing on the front (odd-numbered pages).

Values:

Long Edge* Assumes binding along the long end of the page (left edge for portrait orientation and top edge for landscape orientation).

Short Edge Assumes binding along the short edge of the page (top edge for portrait orientation and left edge for landscape orientation).

See also:

[Duplex](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

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Hole Punch

Purpose:

To punch holes along the edge of all printed output. (Select Hole Punch from the printer driver to punch holes only in output for a specific job.)

Values:

- Off*** Does not punch holes in printed output.
- On** Punches holes in every printed page.

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Multipage Border

Purpose:

To print a border around each page image when using Multipage Print.

Values:

- None*** Does not print a border around each page image.
- Solid** Prints a solid line border around each page image.

See also:

[Multipage Print](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)
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Multipage Order

Purpose:

To determine the positioning of multiple page images when using Multipage Print. The positioning depends on the number of images and whether the images are portrait or landscape in orientation.

For example, if you select 4-Up multipage printing and portrait orientation, the results differ depending on the Multipage Order value you select:

Horizontal Order		Vertical Order		Reverse Horizontal Order		Reverse Vertical Order	
page 1	page 2	page 1	page 3	page 2	page 1	page 3	page 1
page 3	page 4	page 2	page 4	page 4	page 3	page 4	page 2

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Values:

Horizontal*

Vertical

Rev Horizontal

Rev Vertical

See also:

Multipage Print

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Multipage Print

Purpose:

To print multiple page images on one side of a sheet of paper. Also called *N-Up* or *Paper Saver*.

Values:

Off*	Prints 1 page image per side.	6 Up	Prints 6 page images per side.
2 Up	Prints 2 page images per side.	9 Up	Prints 9 page images per side.
3 Up	Prints 3 page images per side.	12 Up	Prints 12 page images per side.
4 Up	Prints 4 page images per side.	16 Up	Prints 16 page images per side.

See also:

Multipage Border; Multipage Order; Multipage View

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)
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Multipage View

Purpose:

To determine the orientation of a multipage sheet.

Values:

Auto*	Lets the printer choose between portrait and landscape orientation.
Long Edge	Sets the long edge of the paper as the top of the page (landscape).
Short Edge	Sets the short edge of the paper as the top of the page (portrait).

See also:

Multipage Print

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

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Offset Pages

Purpose:

To offset the output of each print job or each copy of a print job, making it easier to separate the documents stacked in the output bin.

Values:

- None*** Stacks all sheets directly on top of each other.
- Between Copies** Offsets each copy of a print job.
- Between Jobs** Offsets each print job.

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Separator Sheets

Purpose:

To insert blank separator sheets between jobs, between multiple copies of a job, or between each page of a job.

Values:

None*

Does not insert separator sheets.

Between Copies

Inserts a blank sheet between each copy of a job. If Collation is Off, a blank page is inserted between each set of printed pages (all page 1's, all page 2's, and so on). If Collation is On, a blank page is inserted between each collated copy of the job.

Between Jobs

Inserts a blank sheet between jobs.

Between Pages

Inserts a blank sheet between each page of a job. This is useful if you are printing transparencies or want to insert blank pages in a document for notes.

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See also:

Separator Source; Collation

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Separator Source

Purpose:

To specify the paper source that holds separator sheets.

Values:

- Tray <x> (Tray 1*)** Selects separator sheets from the specified tray.
- MP Feeder** Selects separator sheets from the multipurpose feeder. (You must also set Configure MP to Cassette.)
- Env Feeder** Selects separator sheets from the optional envelope feeder.

See also:

Separator Sheets; Configure MP

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Staple Job

Purpose:

To set stapling as the default for all print jobs. (Select stapling from the printer driver if you want to staple only specific jobs.)

Values:

- Off*** Does not staple print jobs.
- Auto** Automatically selects the best staple position for the print job based on the feed orientation. See [Staple position mapping for the Auto value](#).
- Front** Staples print jobs once according to paper size and feed orientation.
- Back** Staples print jobs once according to paper size and feed orientation.
- Dual** Staples two staples on the side of a print job.

See also:

[Staple positions](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)
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Staple Prime Src

Purpose:

To specify the paper source you want the printer to use when it primes the stapler. When a staple cartridge is replaced or a staple jam is cleared, the printer may need to prime the stapler by stapling a sheet of paper several times.

Values:

- Tray <x> (Tray 1*) Selects paper from the specified tray.
- MP Feeder Selects paper from the multipurpose feeder. ▲

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