To properly configure the finishing options on your new copier, please follow these steps:

1. Click START and then click on Printers & Faxes.

2. When the Printers & Faxes window opens, right click on your new Canon printer and select PROPERTIES.
3. When the PROPERTIES box opens, click on the DEVICE SETTINGS tab.

4. The OUTPUT OPTIONS: need to be set as shown in the above image.
   - Finisher-Z1 and click in the box next to Copy Tray

These instructions are for the copiers in the following locations:
Business Office (room 1-A in Emerson), History, Media Services, Nursing, Admissions, Helstrom (1st Floor), Social Work, Registrar, & Fine Arts