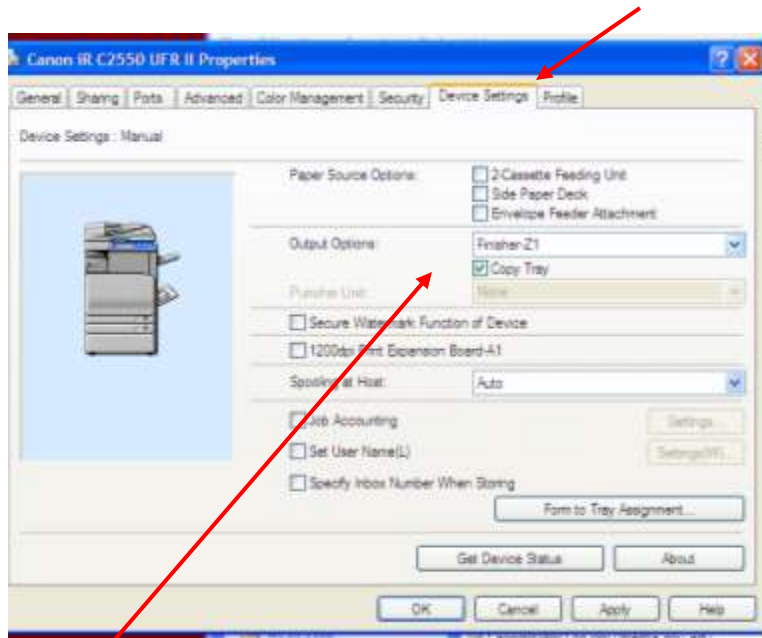


3. When the PROPERTIES box opens, click on the DEVICE SETTINGS tab.



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