

From **Copy** select **Others** select **Output** and follow these instructions:

STAPLING EACH SET OF SORTED COPIES

Overview

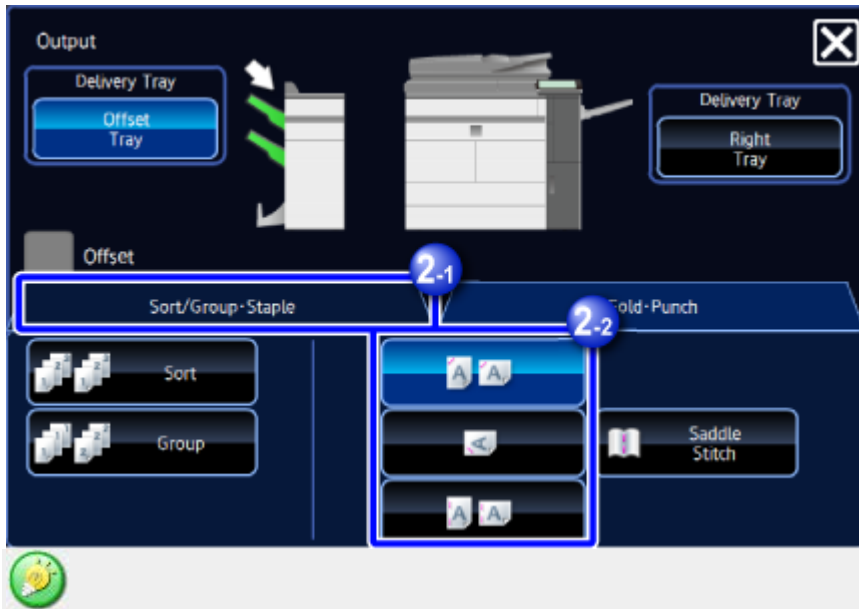
This function staples each set of sorted copies, and outputs it to the tray (staple sort function).




- You can view staple positions in "[DISPLAYING THE COPY PREVIEW](#)".
- A finisher or saddle finisher is required to use the staple sort function.

Operation

1. Tap the **[Output]** key
2. Tap the **[Sort/Group•Staple]** tab, and tap the staple position key
After the settings are completed, tap **✕**.



- When you set the Offset checkbox to , you can output the sorted paper sheets while shifting them set by set. You can easily remove each set from the output tray.
- If the number of scanned originals exceeds the staple sheet limit, a message is displayed. Tap the [Continue] or [Cancel] key.
 - [Continue]: Continues sorting without stapling.
 - [Cancel]: Cancels the staple sort setting.



To cancel the staple function:

Tap the selected staple key again