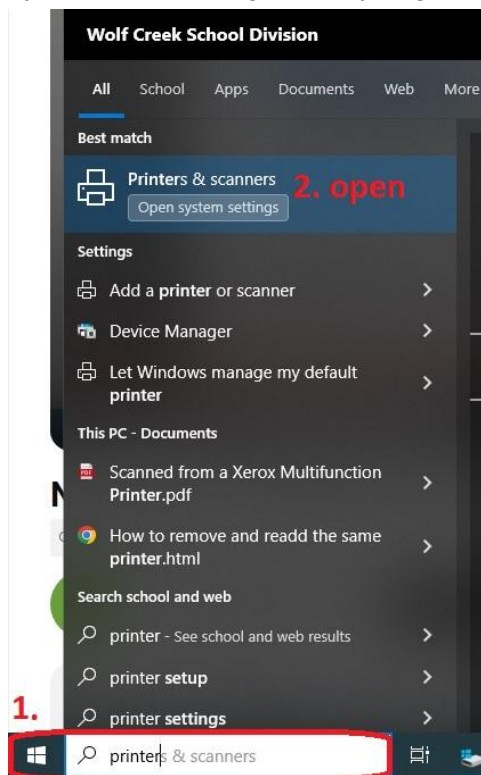


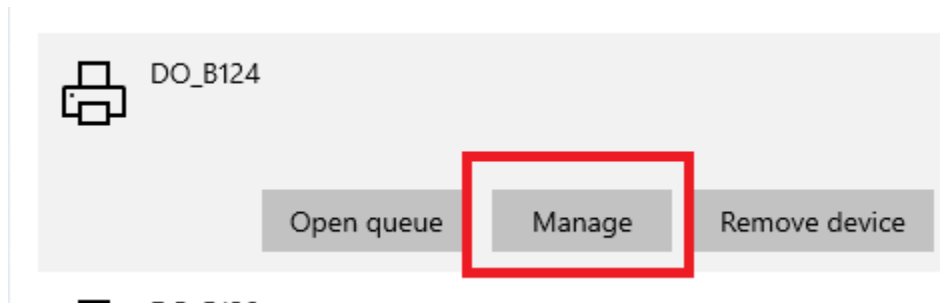
Follow these steps.

By the Windows logo start typing **printer and scanner**. As it highlights, select it.



Find the printer you are having trouble with and select it. My example is DO_B124.

After you select your printer choose **Manage**



Next select **Printer properties**

🏠 DO_B124

Manage your device

Printer status: Idle

[Open print queue](#)

[Print a test page](#)

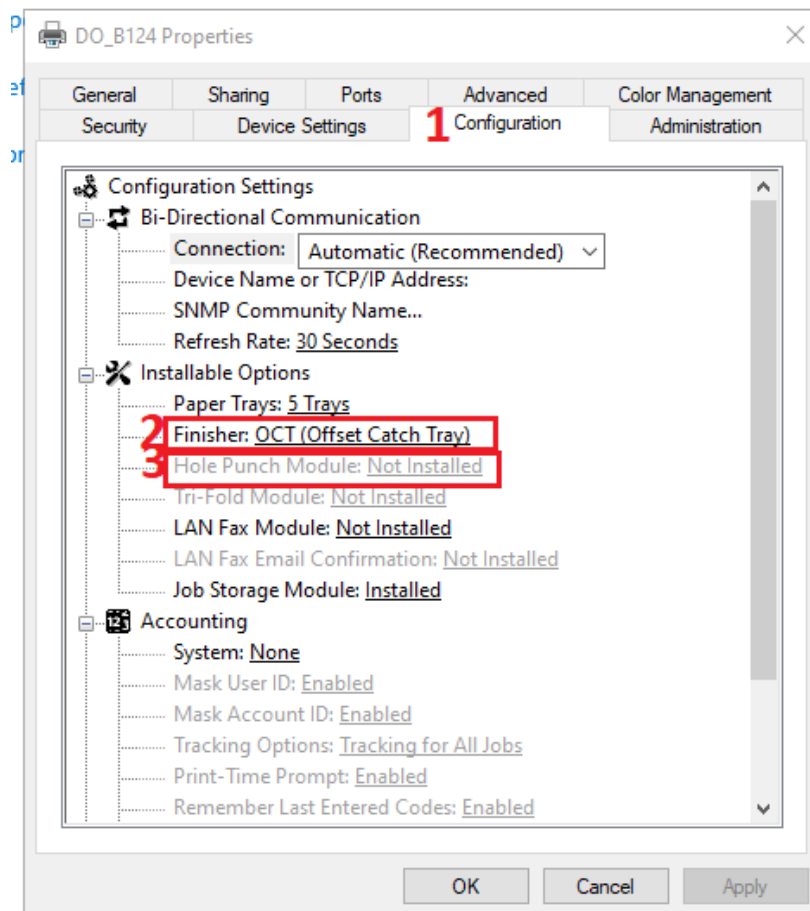
[Run the troubleshooter](#)

[Printer properties](#)

[Printing preferences](#)

[Hardware properties](#)

Next select the **Configuration** tab



Next we will have to ensure we select the correct finisher for your copier.

See this [sheet](#) for selecting the correct finisher and hole punch if your copier has one.

Click apply or OK

This is all the settings you have to change for the printer to have the options.

And that's it.