Warning: In order to have the Three Hole printing service you must have the Professional or Advanced Office finisher installed on your machine. Please contact your local Xerox sales representative for details.

In the Printers window, right click the Xerox WorkCentre Pro C3545 PS icon.

Note: This screen may vary depending on your Operating System.

Click Properties.

Click Installable Options.

Click the down arrow Finisher/Output Tray and select Professional Finisher from the drop down menu. Click the down arrow and select 3 Hole Punch Unit from the drop down menu. Click OK.
Click OK.

Close the window. Click the “X” in the upper right corner to close the window.
Warning: In order to have the Three Hole printing service you must have the Professional or Advanced Office finisher installed on your machine. Please contact your local Xerox sales representative for details.

Fig. 2-1
Click on the File and select Print from your application.

Fig. 2-2
Click on the File and select Print from your application.

Fig. 2-3
Verify that the correct printer is selected and click on Properties.

Fig. 2-4
Click on the Paper/Output tab.

Fig. 2-5
Click on the down arrow from Select Finishing and select 3 Hole Punch. Click OK.  
Note: Collated: 3 Hole Punch will be displayed in the Finishing Summary.

Fig. 2-6
Click OK.
Fig. 2-7
Print out is completed.