

Product Xerox 4110 / 4590 Copier Printer “How Do I?” guide for Operators	Title Offset per Set
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How to [Offset Per Set] not [Offset Per Job] unfinished collated sets to stacker (Finisher) tray.

1. Log in at 4110 as system admin (default 11111)
2. Select [System Settings], Select [System Settings]
3. Select [Common Settings]
4. Select [Other Settings]
5. Scroll to number two [Offset Stacking] (Finisher Tray) is [Offset per Job], change to [Offset Per set]
6. Close out and return to Main Copy Screen.

NOTE: When Copying Unstapled Collated Sets, Finishing has to be selected as [Collated Staple/Punching] so that offsetting per set with any staple or punching job will offset between each copy printed.