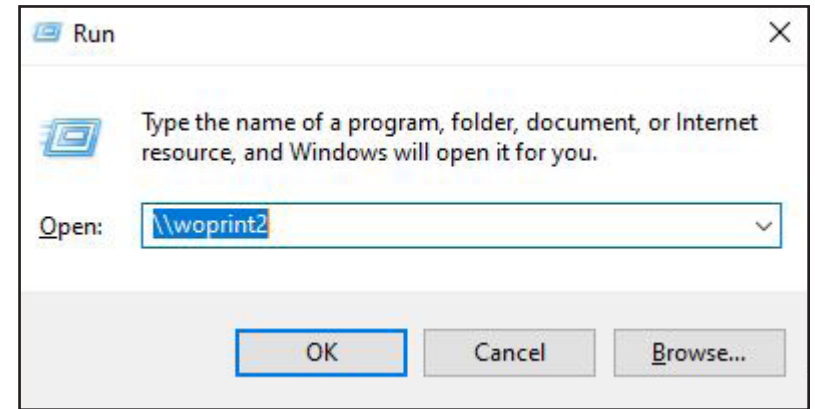
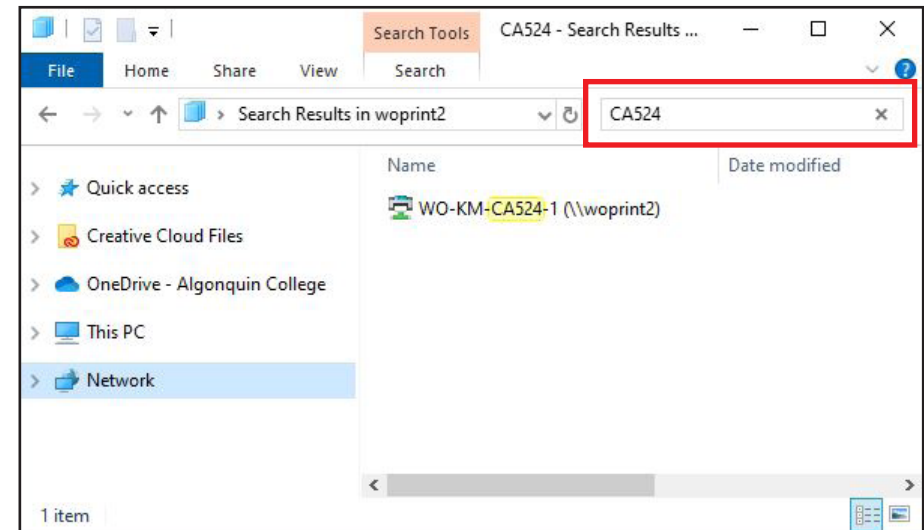


Three Hole Punch

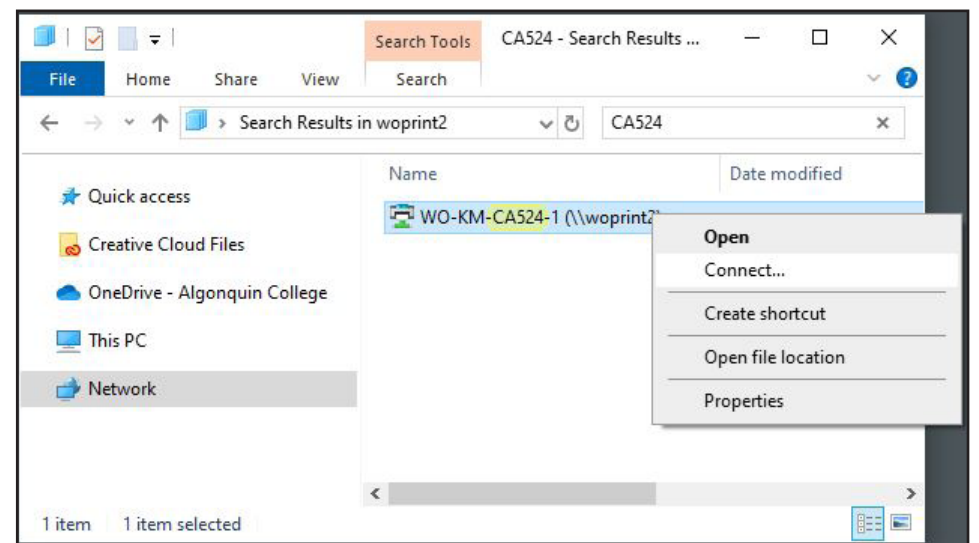
1. Press and hold the  and **R** keys. Enter **\\woprint2** in the search bar.



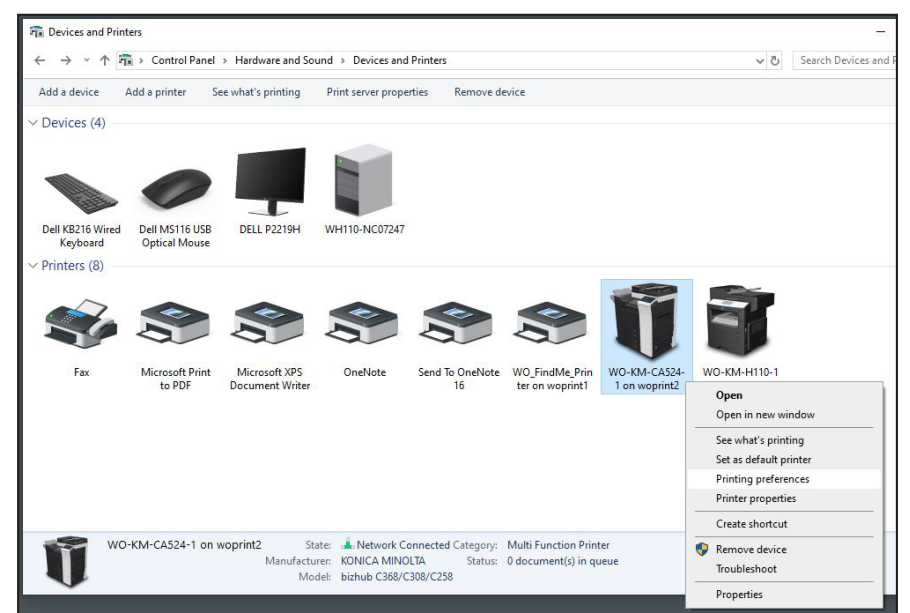
2. In **woprint2**, search for the printer you want to use. *Only the following staff printers have 3 hole punch: CA524, S103, T309.*



3. **Right-click** on the printer you searched for in step 2, and choose **Connect**. Choose this when printing with 3 hole punch.



4. Open **Control Panel** and navigate to: **Devices and Printers**. **Right-click** on the printer you connected to in step 3, and choose **Printing preferences**.



5. Choose the **Finish** tab and check the **Punch** box. Choose **3-Hole (Left)**, then choose **OK**.

