

Configure a Xerox Printer Finisher in Windows

Enable the correct stapling, hole-punch and booklet options for your copier.

Before you begin: The copier must already be added to your Windows computer. This guide configures accessories already fitted to the copier; selecting an option does not add physical hardware. Have the copier name and its current configuration available.

STEP 1 Look up your copier

Open the [WC Xerox Copier Configurations sheet](#). Find the **Device Name** that matches your copier exactly, including room number and any suffix such as **-1** or **-2**. Read across the same row and note the **Finisher** and **Hole Punch Module** values. Keep the sheet open for reference.

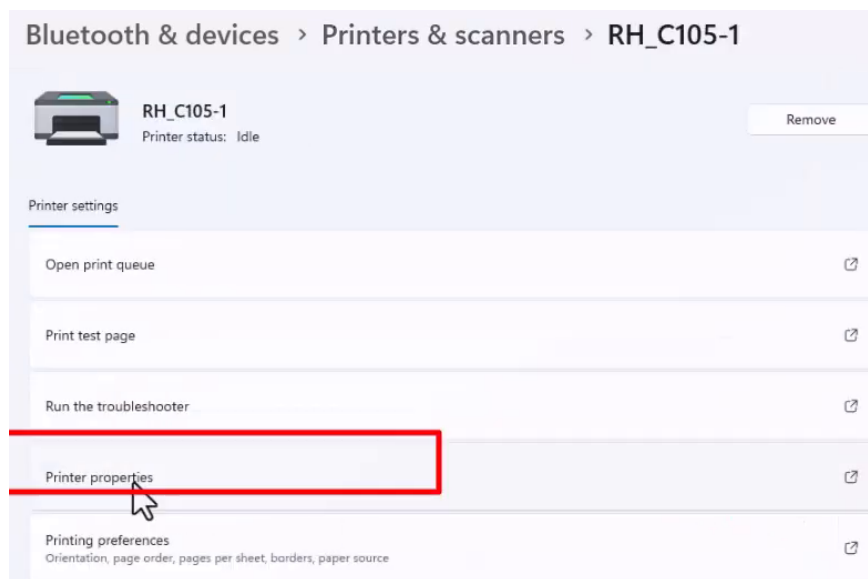
Use your Wolf Creek account if Google asks you to sign in. If the sheet will not open, the copier is missing, or the hardware has changed, ask Technology Services to confirm the settings before continuing.

STEP 2 Open the correct printer

Open **Start**, type **Printers & scanners**, and open the matching Windows settings result. Select your copier by its exact name. On Windows 10, select **Manage** if needed to see its settings.

STEP 3 Open Printer properties

Select **Printer properties**. You need the window with tabs such as General, Advanced and Configuration. **Printing preferences** is used later to choose stapling for an individual print job.



Windows 11 example from the WCPS video. Select your own copier, then Printer properties.

Set the installed accessories

Use the settings for your copier, not the example shown below.

STEP 4 Open the Configuration tab

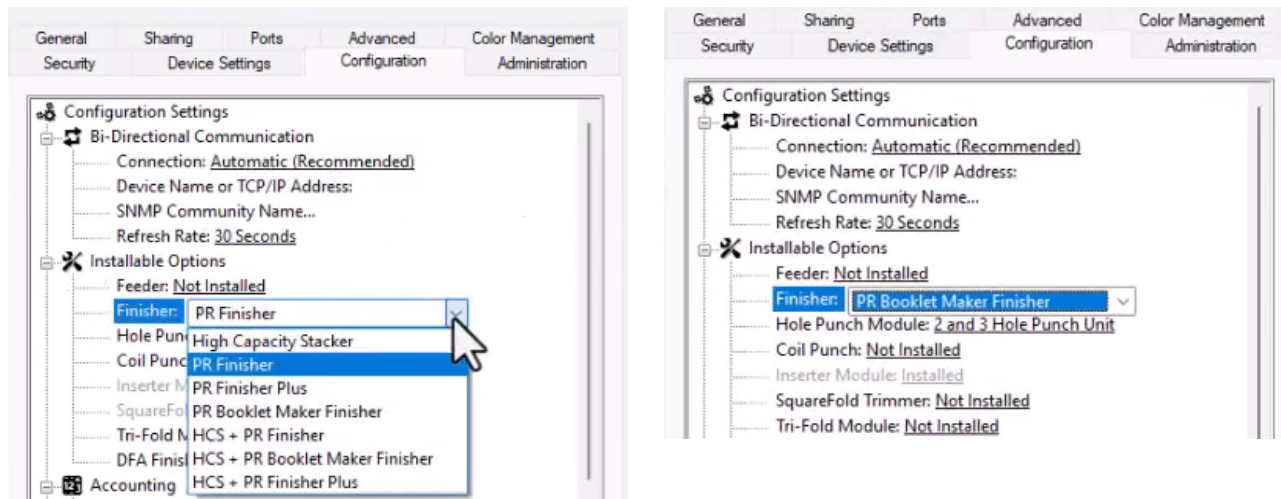
In the printer properties window, select **Configuration**. Find **Installable Options**; select the plus sign beside it if the list is collapsed. Some Xerox drivers provide a separate **Installable Options** button instead. If there is no Configuration tab, see the help section on page 3.

STEP 5 Choose the correct finisher

Select the current value beside **Finisher**, then open its drop-down list. Choose the exact finisher listed for this copier in the configuration sheet. Similar names can describe different hardware: for example, **PR Finisher** and **PR Booklet Maker Finisher** are different selections.

STEP 6 Set the hole-punch module

Select the value beside **Hole Punch Module** and choose the option that matches the same row in the sheet. The video example uses **2 and 3 Hole Punch Unit**. Do not apply that value to every copier. If the sheet and driver use different or ambiguous labels, ask Technology Services to confirm the choice.



Left: open the Finisher list. Right: the video example after selecting PR Booklet Maker Finisher and a 2 and 3 Hole Punch Unit. These are example values only.

STEP 7 Save and confirm

Select **Apply** if it is available, then **OK**. Reopen **Printer properties > Configuration** and confirm the Finisher and Hole Punch Module values were retained. Close the window with **OK**. Leave unrelated network, accounting and accessory settings unchanged.

Test the finishing options

Configuring the accessory makes its features available. Choose the finishing you need when printing.

STEP 8 Open the Xerox print settings

Open a short document with two or more pages and choose **File > Print** or press **Ctrl + P**. Select the same copier. Open **Printer properties** or **Preferences** from the print window. In Chrome or Edge, use **Print using system dialog** if the preview does not show the Xerox controls.

STEP 9 Choose and test one feature

In the Xerox driver, open **Printing Options** (called **Paper/Output** in some drivers). Find **Finishing** and select a supported staple position or hole-punch option. Select **OK**, print one copy of the short document, and collect it from the copier. Follow your usual release process if the job is held for release.

Success check: The expected finishing options appear, the settings remain saved, and the printed sample is stapled or punched as selected. A normal Windows test page confirms printing but does not by itself test stapling. Test the actual finishing feature before sending a large job.

If something does not work

What you see	What to do
No Configuration tab or finishing controls	Confirm you selected the intended Xerox copier. The driver may not expose these features. Contact Technology Services to check the installed driver; do not remove or replace it as part of this guide.
Settings are greyed out, blocked or revert	Your permissions or a centrally managed printer may control these settings. Record the copier name and ask Technology Services to apply or confirm the configuration.
The setting is not listed	Do not choose the nearest-looking name. Confirm the exact device, its installed hardware and the approved driver with Technology Services.
Options appear, but the sample is not finished correctly	Recheck the selected copier, saved accessory values and the job's finishing selection. Confirm supported paper size/orientation and check the copier for a staple, paper or finisher message. Try a small sample before retrying a large job.

Help and reference links

[Technology Services: submit a Freshdesk work order](#) - include the copier name, school/room, selected finisher and hole-punch values, and a screenshot of the issue.

[WC Xerox Copier Configurations](#) | [WCPS video: printer properties and finisher setup](#)

Xerox reference: [Configuration tab help](#) | [AltaLink finishing instructions \(printed page 176\)](#). Labels vary by model and driver.