BOOKLET FOLDING & STAPLING WITH COVER

1:      PRESS YELLOW AUTO RESET BUTTON

2:      PLACE ORIGINALS IN DOCUMENT FEEDER FACE UP

3:      PRESS FINISHING AND THEN CENTRE STAPLE/FOLD ON TOUCH PANEL.

4:      SELECT ERASE CENTRE MARGIN OR NOT

5:      PRESS OK TWICE

6:      SELECT A4R OR A3 PAPER

TO INSERT COVER

7   SELECT APPLICATION

8   PRESS SHEET/COVER/CHAPTER/INSERTION

9   PRESS COVER SHEET

10   FRONT COVER – (SELECT EITHER COPY- 1ST PAGE OF ORIGINAL IS COPIED ONTO FRONT COVER – OR BLANK

11   PRESS PAPER – PUT COVER SHEETS IN BYPASS TRAY AND THEN SELECT BYPASS TRAY ON TOUCH PANEL

12   PRESS OK 3 TIMES

13:     SELECT NUMBER OF COPIES

14:     PRESS BLUE START BUTTON