

BOOKLET PRINTING KYOCERA TASKALFA DEVICES

- To make a booklet you need to have your A4 originals in the order that you want them to appear in the booklet.
- Select Layout/Edit tab along the bottom of the screen
- Select the Booklet function
- If you originals are single sided select 1 sided to booklet.
- If they are 2 sided originals then you need to select the 2 sided to booklet option
- The next option is which side it is going to read from, whether it is going to read from the left, the right or the top. (this is usually left binding)
- If you wish to insert a different coloured front page then you will need to select Cover (top right of the screen), all cover need to go through the MP Tray.
- If you have a booklet finisher on your machine and wish to have the booklet stapled and folded then you will need to select the staple option and select bind and fold.
- If you don't have a booklet finisher it will produce the booklet ready for you to manually staple and fold.