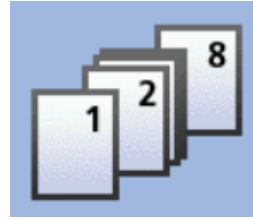


CREATING BOOKLETS IN COPY MODE

CREATING BOOKLETS IN COPY MODE With originals that are single pages (ie. not in booklet format already)

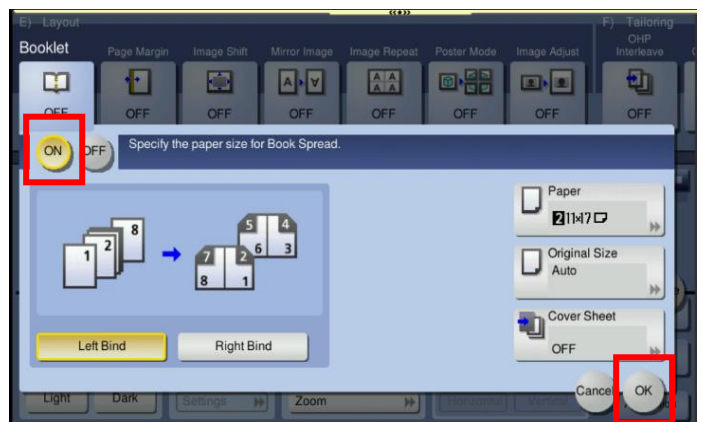


On Konica Minolta bizhub devices with single page originals (eg. 1,2,3,4,5,6,7,8), you can COPY those into a booklet format. The device will put all the correct pages together, but you will need to fold it.

1. Load your originals in the document feeder in **PORTRAIT** orientation with page 1 on top (ie. as per images above).
2. On the main **COPY** screen, under **Paper**, select **Paper Tray** (8.5x11, 8.5x14, or 11x17). ***NOTE: If you are using 8.5 x 11 paper, it must be loaded landscape in a paper tray (or the bypass tray).**

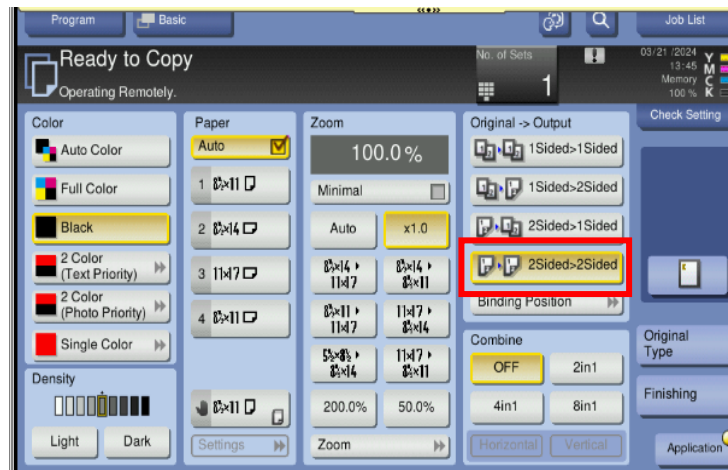


3. On the main **COPY** screen, select the **Application** button. Scroll over to section E) Layout and select **Booklet**. Turn it **ON**. Select **OK**, then **Close**.



CREATING BOOKLETS IN COPY MODE

4. ****ONLY IF YOUR ORIGINALS ARE 2-2-SIDED**** On the main **COPY** screen, under **Original -> Output** select **2Sided>2Sided** (*When you turn on Booklet in Step 3, it auto selects **1Sided>2Sided**).



****OPTIONAL****

5. ****ONLY IF YOUR ORIGINALS HAVE LINES AT THE EDGES**** Sometimes black lines may appear at the edges of the finished booklet. If you see lines, you can turn on **FRAME ERASE** to eliminate them.

On the main **COPY** screen select the **Application** button. Use your fingers to swipe to the left (or select the arrow button on the right side of the display to advance to the next screens). Under section I) Erase, select **Frame Erase**. Turn it **ON**, select a small value (for all 4 sides). Make a copy and adjust values as required. (You can also uncheck the **Frame** box and choose a value for each side separately).

