

Creating a Booklet Using the Konica Minolta Printer

On the new Konica Minolta printers, you can convert your regular size copies into a booklet. Follow the instructions below.

Before printing, be sure there is paper in the universal paper tray at the bottom of the printer and that the paper is in the right position.

1. Insert the paper you want to make into a booklet in the top feeder
2. Press the **Fold/Staple** tab at the bottom of the screen
3. Select the **Fold** tab and the **Staple** tab on the new screen and press **OK**.
4. If the original is double-sided, select the **Simplex/Duplex** tab and choose the 2 >2 option. For one-sided, select the 1 >2 option.
5. Press the **Start** button