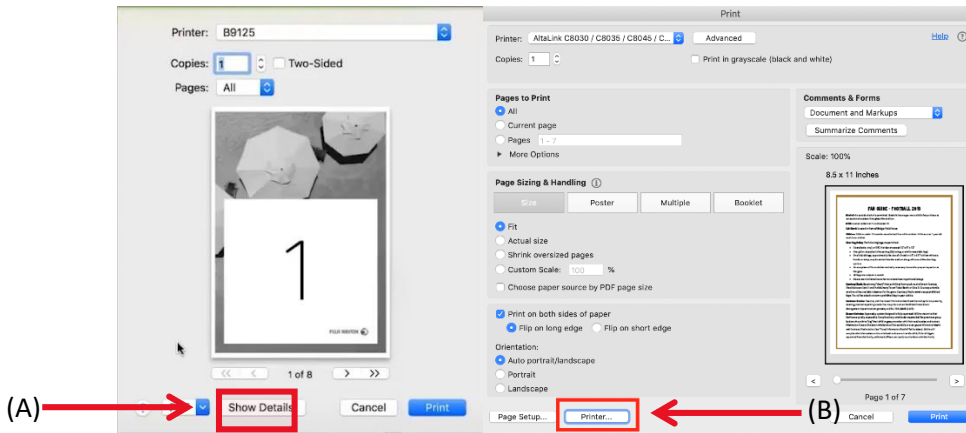
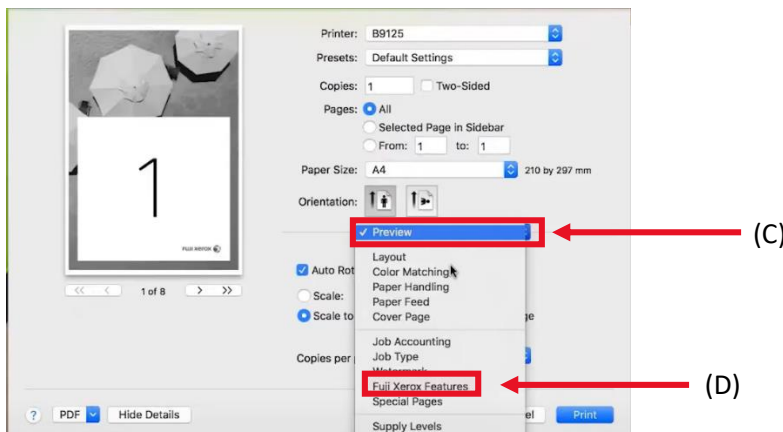


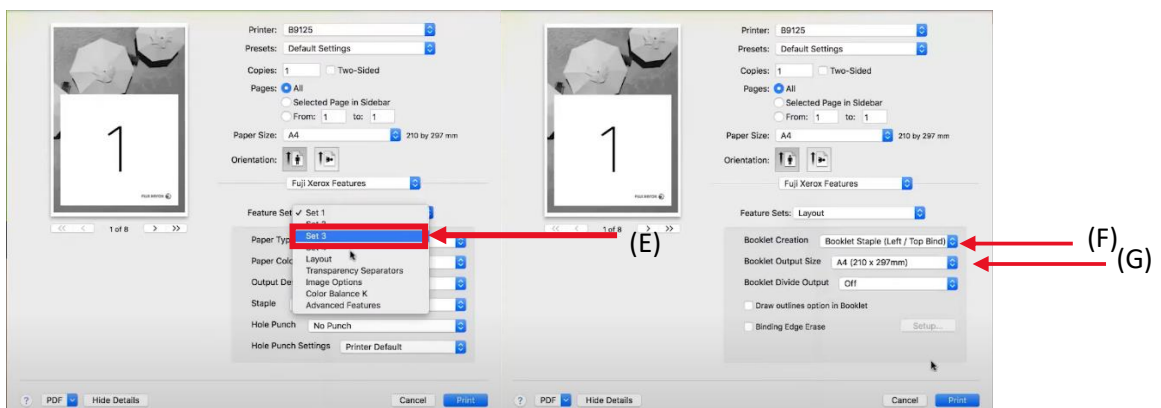
1. Proceed to the print menu for your booklet document and make sure you have the correct printer selected. Click the “Show details button shown below” (A) or the “Printer” option (B).



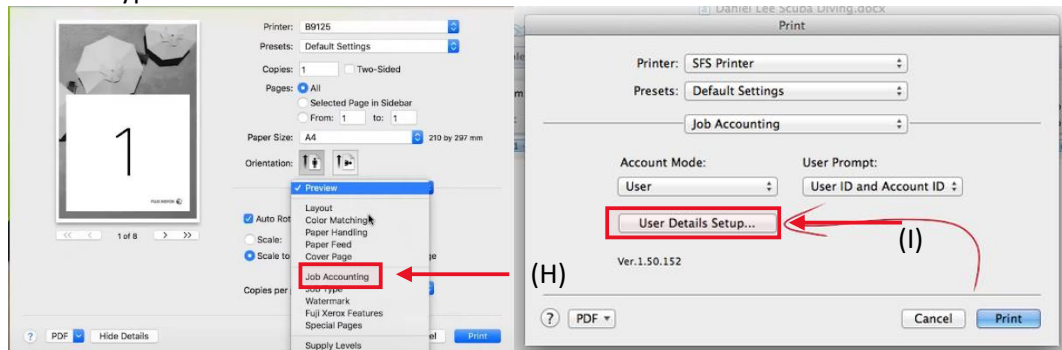
2. Once in this menu click on the drop-down menu titled “Preview” (C), select “Fuji Xerox Feature” (D).



3. Click the “Feature set” drop down menu and proceed by selecting the “layout” (E) option
4. In the “Booklet Creation” (F) drop down menu select “Booklet Staple (Left/top Bind)
5. In the “Booklet Output Size” (G) select “A4 (210 x 297MM)



6. Select “job Accounting” (H) from the drop-down menu. Select user prompt for Every Job and select User ID and Account ID.
7. Select user “Details” (I) and type in the User ID field your printer I.D, then select the default account type click ok to save.



8. To save your settings, click the “Presents menu” Type a name for the present and select Save As.