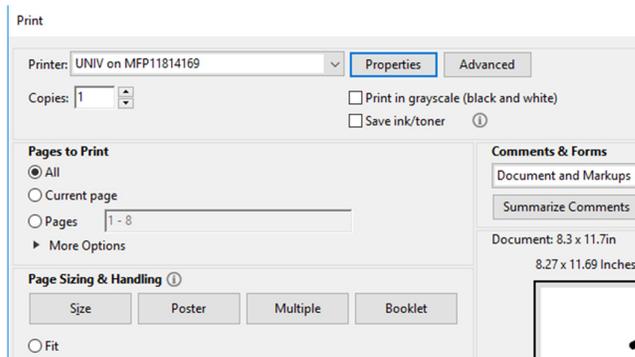


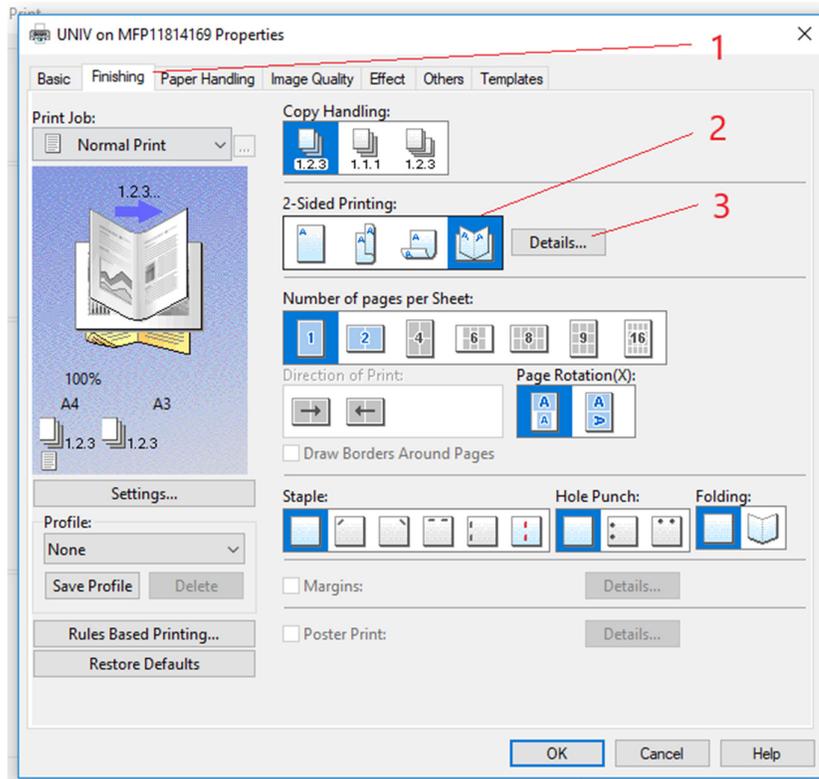
## Booklet Printing

The following instructions and screenshots are based on a PC running Windows 10 and Toshiba Universal Printer Driver v7.197.4229.12.

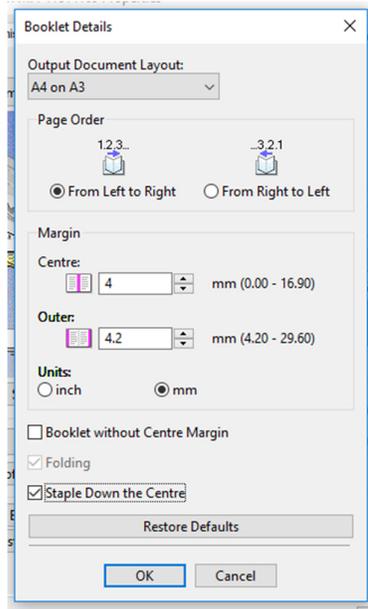
1. Select **[Print]** from the **[File]** menu of the application.
2. Configure **[Paper Sizing & Handling]** according to the job requirements. Click on **[Properties]** button.



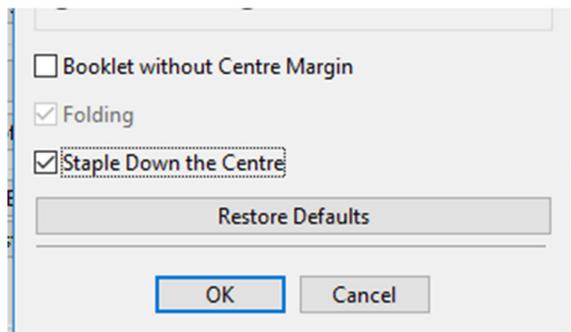
3. Go to the **[Finishing]** tab. Select the Booklet icon from the **[2-Sided Printing]** area and click on the **[Details...]** button.



- From the **[Booklet Details]** window, set the booklet properties – **[Page Order]** and **[Margin]**.



- Set **[Folding]** to ON. Set **[Staple Down the Centre]** to ON. Click **[OK]** to return to main properties window.

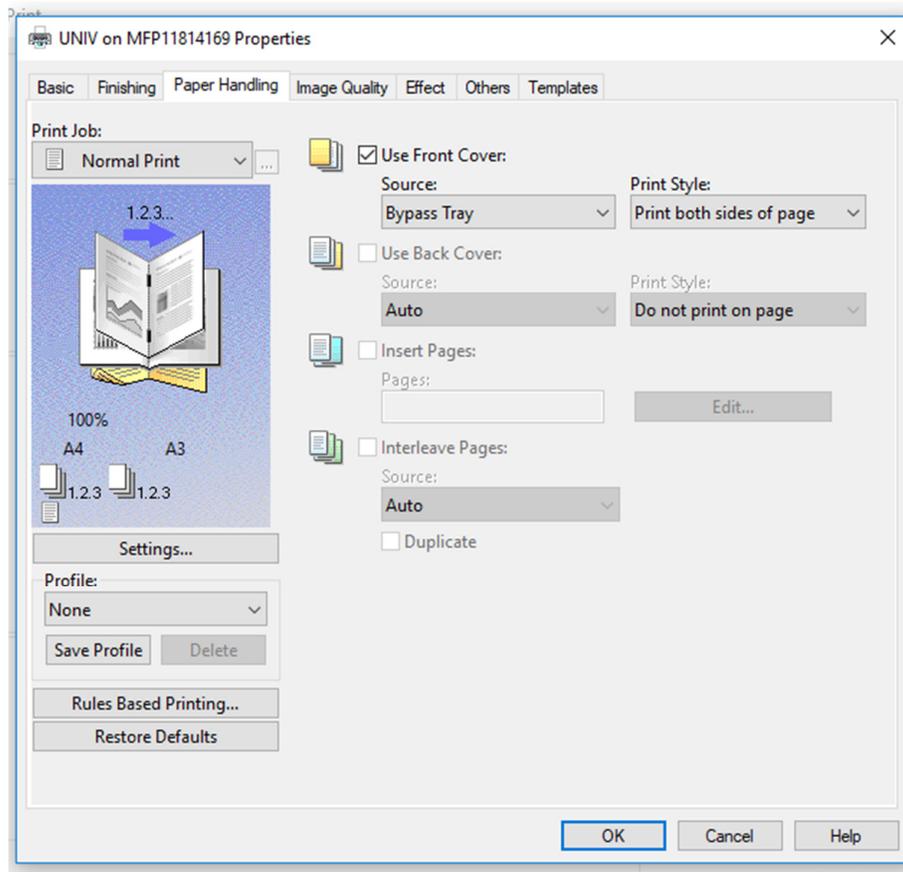


- Click **[OK]** and then **[Print]** to send the job.

## Booklet Printing - Cover

Some jobs may require you to treat the cover of the book as a separate entity. You can choose to print the cover of the booklet using stock from a different drawer or by inserting a pre-printed cover into your book.

1. Setup the job as a booklet as per instructions above.
2. From the properties window, go to the **[Paper Handling]** tab. Enable **[Use Front Cover]** option.



**Note:** Ensure the paper attributes is set to “Cover Page” on the MFD for the Source drawer you have specified.

3. In the **[Source]** dropdown, select the drawer where the stock you want to use is loaded
4. Set the cover details in the **[Print Style]** dropdown.
  - a. **[Do not print on page]** – select this option if you are using a pre-printed cover
  - b. **[Print both sides of page]** – select this option if you are printing the cover with another stock
5. Click **[OK]** and then **[Print]** to send the job.