

Product Xerox 4110 / 4590 Copier Printer “How Do I?” guide for Operators	Title Booklets for Built-in Controller
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Built-in Controller Drivers

How to create an 8.5 X 11 Booklet from 5.5 X 8.5 Original with 4110PCL6

1. From Word Select [**File**] [**Page Setup**] [**Orientation = Portrait**]; [**OK**]
2. Select [**File**], [**Print**], Select [**4110 PCL6**]
3. Select [**Paper\Output Tab**]
4. Select [Paper size =Statement (5.5 X 8.5)]
 - a. [**Output Size**] = 8.5 X 11
 - b. [**Image Orientation**] = Landscaped
 - c. [**2 Sided Printing**] = Flip on Long Edge
5. Select [**Tray\Layout**] Tab
6. Select [**Booklet\Poster\Mixed Document**]
7. Enable [**Booklet Creation Left Bind / Top Bind**]
8. Set finishing if so desired
9. Select [**OK**] until the job is submitted to print.

How to Use the Green Controller PCL driver to program a Word Document as a Booklet with a Cover from Tray 5

This looks more complicated than it is. There are just a lot of steps.

Preparing the 4110:

- Load the required SEF paper in Trays 3 or 4.
- Program the trays with the correct information (Heavyweight 1, SEF for Tray 5)

At the PC:

1. Retrieve the paper tray information from the 4110
 - Select [**Start**] [**Settings**] [**Printers and Faxes**]
 - Right click on the 4110 PCL printer, select the [**Properties**] [**Printer**] tab
 - Select the [**Get Information from Printer**] button
 - Select [**Apply**] to update the tray programming
2. Open the Word Document
3. From the Word menu bar, select [**Tools**] [**Options**]
4. Select the [**Print**] tab
5. Select 'Use printer settings' from the [**Default Tray**] pull-down menu
6. Select [**OK**]
7. Select [**File**] [**Page Setup**]
8. Select the [**Paper**] tab; select 'Whole Document' from the [**Apply to**] pull-down menu
9. In the [**Paper source**] section, set [**First page**] to 'Default tray (Automatically Select)'; set [**Other pages**] to 'Default tray (Automatically Select)'
10. Select [**OK**]
11. Select [**File**] [**Print**]
12. Select the 4110 PCL printer
13. Select [**Properties**]
14. Select the [**Paper/Output**] tab, set the following parameters:
 - Paper Size = A4, 8.5x11, etc
 - Output Size = A4, 8.5x11, etc
 - Orientation = Portrait

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- 2 Sided Print = 1 sided
 - Stapling = None
 - Hole Punching = None
 - Output Destination = Output Tray
15. Select the [Tray/Layout] tab, set the following parameters:
 - Paper Source = Auto
 16. Select [Booklet / Poster / Mixed Document], set the following parameters:
 - Booklet Creation = On, select [OK] for the conflict window
 - Booklet Creation Settings = Left Bind / Top Bind
 - No Subsets = On
 - Booklet Stapling = On
 17. Select [OK]
 18. Select [Separators / Covers] and program the following parameters:
 - Front Cover = On
 - Printed Cover = On
 - Feed Front Cover from = Tray 5 (Bypass) Plain
 19. Select [OK]
 20. Select [**Bypass Tray Settings**], set to same setting as at the printer and Landscape Orientation
 21. Select [OK]
 22. Confirm that the Paper Source is still set to Auto
 23. Select [OK] [OK] to print the job

The cover should print from Tray 5 and the body pages should print from the tray containing SEF stock.