

Product Xerox 4110 / 4590 Copier Printer “How Do I?” guide for Kinko’s Operators	Title Booklets Insert Covers
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Printing Booklets from the Xerox 4110

To create a standard Pre-Imposed booklet.

NOTE: This guide will show how to print a booklet job to the Xerox 4110 and create printed booklets folded and stapled. This guide describes these processes for letter and tabloid size sheets. You must first use Quite Imposing to create the digital booklet first before printing.

1. Open a PDF booklet document then go to File>Print to access the driver.
2. Under the Fiery Printing tab under Paper Source set paper to Letter SEF or Tabloid, under Layout set the document to Landscape then click OK and then click OK again to send the job over to CWS.
3. Right click on the name of the job you sent to CWS and select properties.

NOTE: If you do NOT want booklets with covers continue to step #8 otherwise continue with step #4.

4. Under Paper Source click the button under Mixed Media for DEFINE.
5. Click on the button for Define Covers
6. To print Covers;
 - a. Check the box for Front Covers,
 - b. set Duplex to Top-Top,
 - c. set Cover Page Mode to what you prefer,
 - d. set Paper Source to the tray you have your covers in,
 - e. set Media Type to the type of paper you are using for cover,
 - f. set Paper Size to Letter SEF or 11x17 [Ledger] SEF depending on what size document you are printing.
 - g. Click OK
7. Click OK.
8. Under the Finishing tab set Page Order to REVERSE and Duplex to TOP-TOP then scroll down and set Folding to BOOKLET FOLD and STAPLE. Click PRINT.
9. If your document comes out correctly you can now add your quantity to CWS and release the job again.

SO What Will It Do IF?

I want to run more than a 15 page signature booklet?

If you put more than 15 sheets in the document handler or if you try to send more than 15 “pages” with booklet mode selected, you will get a message that you have exceeded maximum limit for Booklet Maker. This is because the maximum number of pages allowed is 15. The stapler will only staple up to 15 sheets of 20lb paper reliably.

NOTE: for booklets the operational definition for this document of “page” is the sheet of paper that is being printed on. It is understood that this page will be folded in half to make the booklet. There for the one printed page may result in 4 pages in the booklet.