

<b>Product</b>  <b>Xerox 4110 / 4590 Copier Printer</b>  <b>“How Do I?” guide for Operators</b>	<b>Title</b>  <b>Booklets Insert for Copy Jobs</b>
	<b>Date</b>  <b>May 2007</b>
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## What Will It Do – When I want more than 15 page Maximum Booklet Size?

The software will not allow quantity of more than 15 when running booklets. Fault Message of “024-942” is displayed. This is because sets beyond the 15 sheet limit will not be folded consistently, therefore producing unacceptable booklets.

## How to create a finished booklet from a copy job

*(refer to Section 3 in the User Guide)*

1. Load the paper stock short edge feed (SEF) in Trays 3, 4 or 5
2. Load the originals in the document feeder (DADF); may be loaded long edge feed (LEF) or short edge feed (SEF)
3. From the Copy Screen, select the [**Output Format**] tab
4. Select [**Booklet Creation**]
5. Select [**Left Bind/Top Bind**]
6. Select the correct Cover programming if covers are desired
7. Select [**Save**] to save this programming
8. Select the correct Finishing options
9. Select [**Save**] to save this programming
10. Select [**Save**]
11. Select the [**Start**] button

## Inserts

### How to insert a blank or preprinted separator in a copy job.

Go to the [**Job Assembly**] tab

1. Set [**Build Job**] to ON; then select [**Save**]
2. Go to the [**Basic Copying**] tab
3. Select your preferences
4. Begin scanning in your job by pressing the [**Start**] button
5. Once the first segment has completed scanning, select [**Insert Separators**]
6. Set the separator properties, such as: Blank Separators, Tray 8, Quantity 1\*\*
7. Select [**Save**] to keep the changes  
A message at the top of screen displays: “Blank Separators will be inserted before the job segment”
8. Select [**Change Settings**] if you want the next segment to have different properties from the previous segment.
9. Select preferences for your next segment and select [**Start**]
10. Continue until all segments are scanned, then press the [**Last Original**] button

**\*\*NOTE:** Once [**Insert Separators**] is programmed an insert will be placed before each segment that is scanned in.