

To Print Sermons in a 10 Page Book Format.

Note use these directions to print from cassette tray feed:

- 1. Only print one page at a time, so you can orient the page properly.**
- 2. Make sure you are setup to print in Landscape Mode**
- 3. For a 10 page printout:**
 - a. Print page 1**
 - b. Pull paper straight-out towards you and insert into paper feed tray without rotating or flipping the paper, so page 1 is facing up and away from you**
 - c. Print page 2**
 - d. Pull paper straight-out towards you and flip page over on its side, then rotate it around and insert back into paper feed tray, so page 1 is facing up and away from you.**
 - e. Print page 9**
 - f. Pull paper straight-out towards you and then insert paper back into the paper feed tray with page 2 up and towards you - page 9 will be up and facing away from you.**
 - g. Print page 10 and fold in half**
- 4. Now you will print a new sheet for the rest of the 6 pages:**
 - a. Print page 3**
 - b. Pull paper straight-out towards you and insert into paper feed tray without rotating or flipping the paper, so page 3 is facing up and away from you**
 - c. Print page 4**
 - d. Pull paper straight-out towards you and flip page over on its side, then rotate it around and insert back into paper feed tray, so page 3 is facing up and away from you.**
 - e. Print page 7**
 - f. Pull paper straight-out towards you and then insert paper back into the paper feed tray with page 4 up and towards you - page 7 will be up and facing away from you.**
 - g. Print page 8**
- 5. Fold 2nd sheet in half now and insert in first sheet for 8 page book format!**
- 6. Now you will print a new sheet for Page 5 and 6:**
 - a. Print page 5**
 - b. Pull paper straight-out towards you and insert into paper feed tray without rotating or flipping the paper, so page 5 is facing up and away from you**
 - c. Print page 6**
- 7. fold 3rd sheet in half and cut in half and insert in 2nd sheet for a 10 page book format**