

To Print Sermons in a 5 or 6 Page Book Format.

Note use these directions to print from cassette tray feeder:

- 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 5 or 6 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 it's 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 5**
- 4. Fold paper in half now for 5 page book format or to print page 6 go to step 5.**
- 5. To print page 6 - for a 6 page book format:**
 - a. Pull paper straight-out towards you and then insert paper back into the paper feed tray with page 2 up and towards you - page 5 will be up and facing away from you.**
 - g. Print page 6 and fold in half.**
- 4. Now you will print a new sheet for pages 3 and 4:**
 - 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**
- 5. Fold 2nd sheet in half now and cut in half and insert in first sheet for a 5 or 6 page book format!**