

MS910, MX910, and XM9100 Series Finishing Guide


Creating a booklet

- Some functions are supported only in some printer models.
- After printing, pages are arranged and folded in half to produce a booklet.
- Load the sheets with the long edge toward the front of the tray.
- To make the size of each booklet page similar to the size of the original document, select **Maintain original page size on the booklet page**. The setting supports Statement printed on Letter, Letter printed on Tabloid, A5 printed on A4, and A4 printed on A3.
- The number of sheets the finisher folds vary by paper thickness and whether the output is stapled.

Notes:

- For plain paper that weighs more than 90 g/m² (24 lb), the finisher can only fold one sheet at a time.
- The finisher can fold a single cover sheet that weighs between 60 g/m² (16 lb) and 200 g/m² (53 lb).
- The finisher can fold up to 20 stapled sheets, including a cover sheet that weighs between 60 g/m² (16 lb) and 90 g/m² (24 lb).
- For sheets that are not stapled, the finisher can fold 5 sheets per batch. Assemble all batches to create a booklet.

Creating a booklet from the control panel

- 1 From the home screen, navigate to:
Copy > Advanced Options > Create Booklet > 1 sided to booklet or 2 sided to booklet > Cover Page Setup
- 2 Select a booklet cover option, and then touch .
- 3 Touch **Copy It**.

Creating a booklet from the computer

For Windows users

- 1 With a document open, click **File > Print**.
- 2 Click **Properties, Preferences, Options, or Setup**.
- 3 Click **Booklet > Edit Settings**.
- 4 Select one or more booklet settings, and then apply the changes.
- 5 Click **Paper/Finishing**, and then select a fold setting.
- 6 Apply the changes, and then send the print job.

For Macintosh users

- 1 With a document open, click **File > Print**.
If necessary, click **Show Details** or the disclosure triangle to show more options.
- 2 Click **Layout > Printer Features**.
- 3 From Feature Sets, choose the booklet sets.
- 4 Choose one or more booklet settings.
- 5 From Feature Sets, choose **Finishing**.
- 6 Choose a fold setting, and then send the print job.

Creating a bifold or trifold page

Notes:

- Some functions are supported only in some printer models.
- For one-sided printing, content is on the inside of the paper.
- The finisher can create trifold pages on Letter and A4 paper.
- The finisher can fold paper that weighs between 60 g/m² (16 lb) and 90 g/m² (24 lb).
- Load the sheets with the long edge toward the front of the tray.

Creating a bifold or trifold page from the control panel

- 1 From the home screen, navigate to:

Copy > Advanced Options > Fold

- 2 Select **Bifold** or **Trifold**, and then touch .
- 3 Touch **Copy It**.

Creating a bifold or trifold page from the computer

For Windows users

- 1 With a document open, click **File > Print**.
- 2 Select the printer, and then click **Properties > Paper/Finishing**.
- 3 Select a fold setting, and then click **OK**.
- 4 Send the print job.

For Macintosh users

- 1 With a document open, click **File > Print**.
If necessary, click **Show Details** or the disclosure triangle to show more options.
- 2 Click **Layout > Printer Features**.
- 3 From Feature Sets, choose **Finishing**.
- 4 Choose a fold setting, and then send the print job.

Stapling and hole punching

Notes:

- Print from the 2500-sheet tray or 3000-sheet tray.
- When printing from a 500-sheet tray, load letter and A4 paper with the short-edge toward the front of the tray.

