

5 May 2016

## How to Print Booklets on CR4

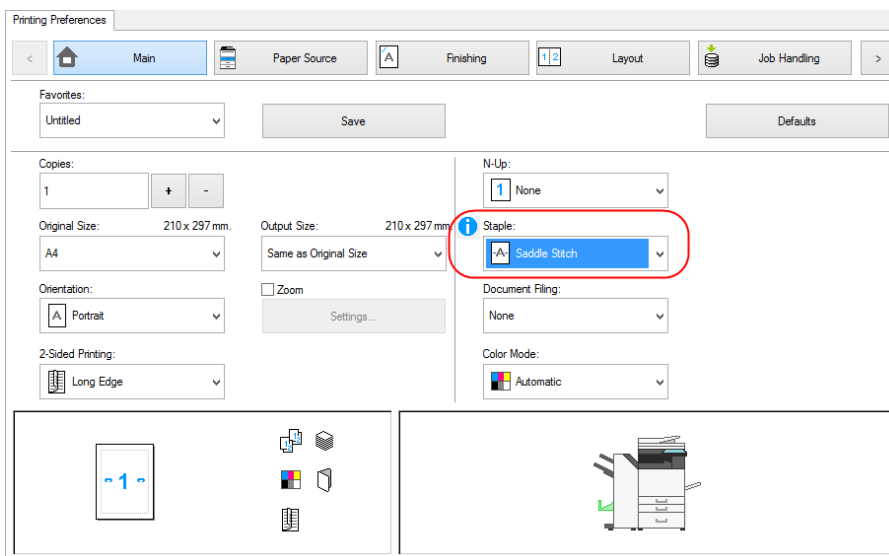
This bulletin details the process to print standard A5 and A4 booklets on the latest Sharp Devices as listed below.

MX-3070/3570/4070, MX-3050/3550/4050, MX-3060/3560/4060, MX-5050/6050, MX-5070/6070.

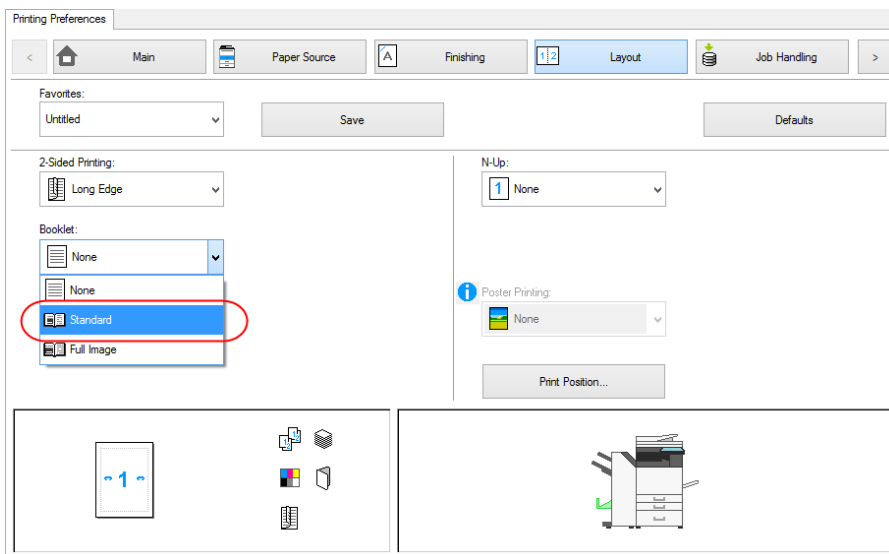
To follow this process your device must be fitted with a booklet finisher (MX-FN29 or MX-FN31) and the print driver needs to be configured to reflect this configuration.

### A4 & A5 Booklets

1. From the **Main** tab of the driver, expand the **Staple** menu, and select **Saddle Stitch**.



2. Select the **Layout** tab, expand the **Booklet** menu, and select **Standard**.



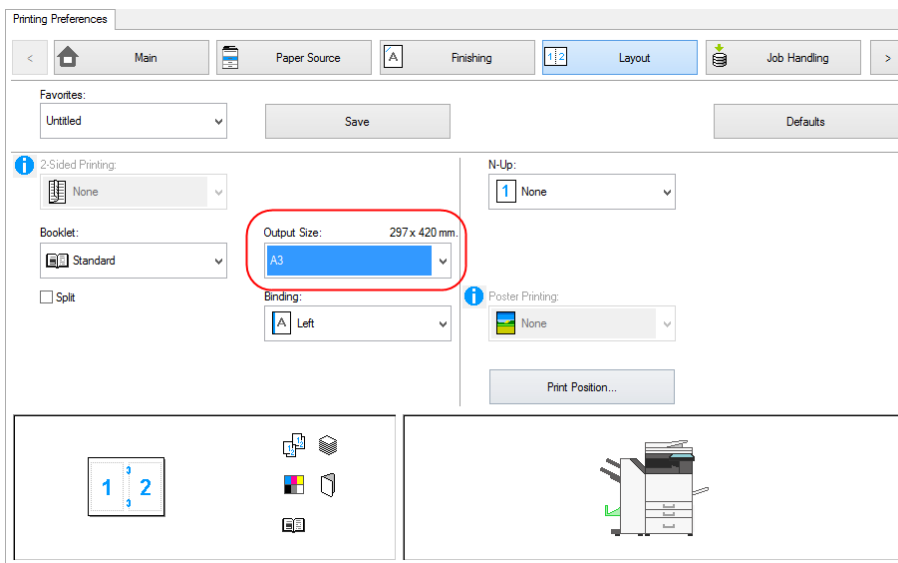
For further information please contact [solutionsupport.suk@sharp.eu](mailto:solutionsupport.suk@sharp.eu)

5 May 2016

- Once **Standard** has been selected from the **Booklet** menu, the **Output Size** option will appear. This selection is to specify the paper size to be printed on, not the finished booklet size.

To print an A4 booklet, please select **A3** from this dropdown menu.

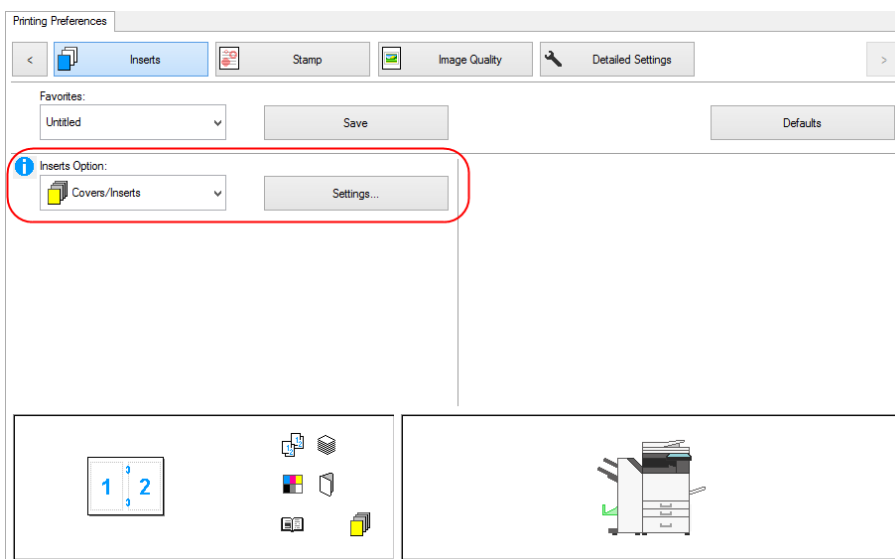
To print an A5 booklet, please select **A4** from this dropdown menu.



- Select print and your booklet will be printed.

## Printing Booklets with Covers

- In addition to the above settings, go to the **Inserts** tab, and from the **Inserts Option** dropdown menu, select **Covers/Inserts**. Then select the **Settings** button.



For further information please contact [solutionsupport.suk@sharp.eu](mailto:solutionsupport.suk@sharp.eu)

5 May 2016

- From the pop out window, under the **Paper Selection** section, choose your Paper Tray and Paper Type as required. In addition, using the **Printing Method** dropdown menu, choose if you would like the cover to be **Blank** or **2-Sided**. Once you have configured your options, use the **Add** button to add your selection to the bottom window.

Covers/Inserts

Defaults

Favorites  
Untitled Save

Paper Selection  
Paper Tray: Bypass Tray  
Paper Type: Heavy Paper-1  
Printing Method: 2-Sided

Insert Position  
Cover Page  
Enter page numbers separated by commas.  
Enter page ranges separated by hyphen.  
For example : 3,5-10

Add

Information

Page	Printing Method	Paper Tray	Paper Type
Cover	2-Sided	Bypass Tray	Heavy Paper-1

Delete Clear

OK Cancel

- Once you are happy with your selection, click **OK**. You will then be prompted to save your configuration for quick access later. Enter your desired name and click **OK**.

Favorites

Name:  
Cover

Information

Page	Printing Method	Paper Tray	Paper Type
Cover	2-Sided	Bypass Tray	Heavy Paper-1

- You are now ready to print your document with a cover attached.

For further information please contact [solutionsupport.suk@sharp.eu](mailto:solutionsupport.suk@sharp.eu)