User Manual Printing Guide

Please see below instructions on how to print as a booklet, ensuring you select:

- Print on both sides of paper
- Flip on Short Edge
- Landscape

Print	×
Printer: KONICA MINOLTA bizhub C308 V Properties A	Idvanced Help 🕐
Copies: 1 Print in gray	scale (black and white) 🗌 Save ink/toner 🚯
Pages to Print ● All ○ Current ○ Pages 1 - 4 ► More Options	Scale: 96%
Page Sizing & Handling ①	11.69 x 8.27 Inches
Size Poster Multiple Booklet	diserent digitaly "anarona digitaly
Fit Actual size	An ense Option Statemen
 ○ Shrink oversized pages ○ Custom Scale: 100 % ○ Choose paper source by PDF page size 	dignityending
Print on both sides of paper	An and a second
Flip on long edge Flip on short edge	
Orientation:	
🔿 Auto 🔿 Portrait 💿 Landscape	
Comments & Forms	
Document and Markups V Summarize Comments	Page 1 of 4
Page Setup_	Print Cancel

To fold and staple (optional):

- Under Properties, select "Finish" and then tick Centre Staple and Fold
- Note: settings may differ depending on your printer

My Tab Basic Layout Finish Cover Mode	Favorite Setting Untitled	Add Edit
A4 (210x297 mm) ▼ A4 (210x297 mm)	Staple	Dutput Tray
	Center Staple and Fold Punch 2-Hole (Left) Fold Half-Fold(By Copy Job)	Paper Arrangement Prioritize Arranging Papers V
	Page Fold Setting	
Printer View Printer Information		Default