



LaserJet Enterprise MFP, PageWide Enterprise MFP

Copy or scan a document into a booklet format

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Introduction

The [Booklet Format](#) feature allows you to copy two or more pages onto the front and back of one sheet of paper. The printer arranges the pages in the correct order. For example, if the original document has four pages, the printer prints pages 1 and 4 on the same side of the page (see below figures). Doing so allows you to fold the printed pages in the center to form a booklet.


 **NOTE:** The printer does not fold or staple the pages when using the [Booklet Format](#) feature.

Figure 1 Booklet outside

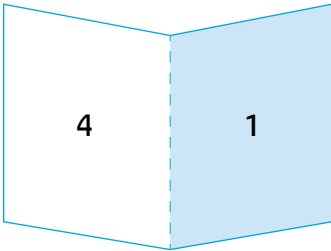


Figure 2 Booklet inside

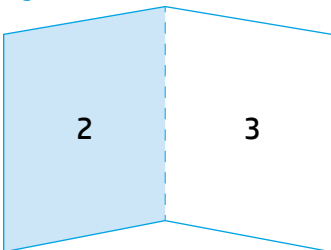
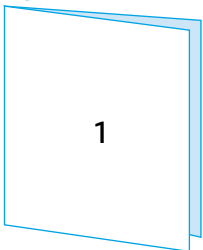


Figure 3 Folded booklet



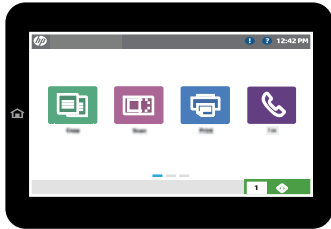
Use the [Copy](#) option to copy and print immediately, or use the [Scan](#) option to scan and save the document to the printer memory.

 **NOTE:** The steps vary according to the type of control panel.

FutureSmart 3



FutureSmart 4



Copy document to booklet format

FutureSmart 3

1. Place the document face-up in the document feeder, and adjust the paper guides to fit the size of the document.
2. From the Home screen on the printer control panel, scroll to and select the **Copy** button.
3. Scroll to and select the **Booklet** button, and then select the **Booklet Format** check box.
4. To set the size of the original document, select **Original Size**, select the paper size, and then select **OK**.
5. To set the sides output, select the **Sides** button, select one of the available options, and then select **OK**.



NOTE: To set the output orientation, select the **Orientation** button and select one of the available options. Select **OK** to return to the Sides menu.

6. To choose the size of the output paper, select the **Paper Selection** button, and then select **OK**.

The printer will enlarge or reduce the print image to fit the selected paper. Choose a paper twice the size of the original to print a folded copy that is the same size as the original page when the sheet is folded in half. For example, if the original document is 279 x 216 mm (8.5 x 11 in), select paper that is 279 x 432 mm (11 x 17 in) so that when the paper is folded in half it will be the same size as the original.

7. Select the **Start**  button to begin copying the document.



NOTE: It might take over a minute to process the job before printing begins.

8. Fold the paper into a booklet.

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1. Place the document face-up in the document feeder, and adjust the paper guides to fit the size of the document.

- From the Home screen on the printer control panel, select [Copy](#), and then select the [Options](#) button.



- In the [Options](#) menu, select [Booklet](#), and then select the [Booklet Format](#) check box. For margins around the content, select [Borders](#). Select [Done](#).
- Select settings for the following items in the [Options](#) menu. Select [Done](#) for each item if prompted.

- [Sides](#)
- [Content Orientation](#)
- [Paper Selection](#) (size of the output paper)



NOTE: The printer will enlarge or reduce the print image to fit the selected paper. Choose a paper twice the size of the original to print a folded copy that is the same size as the original page when the sheet is folded in half. For example, if the original document is 279 x 216 mm (8.5 x 11 in), select paper that is 279 x 432 mm (11 x 17 in) so that when the paper is folded in half it will be the same size as the original.

- Select [Copy](#) to begin copying.



NOTE: It might take over a minute to process the job before printing begins.

- Fold the paper into a booklet.

Scan document to job storage in booklet format

You can store the scanned booklet to job storage on the printer to be printed at a later time.

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- Place the document face-up in the document feeder, and adjust the paper guides to fit the size of the document.
- From the Home screen on the printer control panel, scroll to and select the [Save to Device Memory](#) button.
If prompted, enter your user name and password.
- Select an existing folder, or select the [New Folder](#) button to create a new folder.
- Enter the name for the file in the [File Name:](#) field.
- Scroll to and select the [Booklet](#) button, and then select the [Booklet Format](#) check box.
- To set the size of the original document, select [Original Size](#), select the paper size, and then touch [OK](#).
- To set the sides output, set the [Sides](#) button, select one of the available options, and then select [OK](#).



NOTE: To set the output orientation, select the [Orientation](#) button and select one of the available options. Select [OK](#) to return to the [Sides](#) menu.

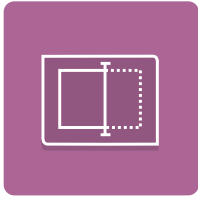
8. To choose the size of the output paper, select the [Paper Selection](#) button , and then select [OK](#).


The printer will enlarge or reduce the print image to fit the selected paper. Choose a paper twice the size of the original to print a folded copy that is the same size as the original page when the sheet is folded in half.

9. Select the Start  button to begin scanning the document.

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1. Place the document face-up in the document feeder, and adjust the paper guides to fit the size of the document.
2. From the Home screen on the printer control panel, select [Scan](#), and then select [Scan to Job Storage](#).




 **NOTE:** If prompted, enter your user name and password.

3. Select the default storage folder name shown under [Folder](#).

Note: If the printer administrator has configured the option, you can create a new folder. Follow these steps to create a new folder:

- a. Select the [New Folder](#) button.
- b. Enter the name of the folder in the [Folder Name](#) field, and then select [OK](#).

4. Make sure that you have selected the correct folder.

5. Select the [Job Name](#) text field to open a touchscreen keyboard, type the name for the file, and then select the Enter  button.

6. Select [Options](#), select [Booklet](#) , and then select the [Booklet Format](#) check box. For margins around the content, select [Borders](#). Select [Done](#).

7. Set additional options:

- To set the size of the original document, select [Original Size](#), and then select the paper size.
- To set the sides output, select [Sides](#), select one of the available options, and then select [Done](#).
- To choose the size of the output paper, select [Paper Selection](#), and the select the paper option.

The printer will enlarge or reduce the print image to fit the selected paper. Choose a paper twice the size of the original to print a folded copy that is the same size as the original page when the sheet is folded in half.

8. Select [Save](#) to begin scanning the document. Follow the prompts on the control panel to add more pages.