



Lexmark<sup>TM</sup>

**CS963, CX833, CX950,  
CX951, CX962, CX963, MX953,  
XC8355, XC9525, XC9535,  
XC9635, XC9645, XC9655**

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Finishing Guide

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# Introduction

## Overview

This document gives you information on how to perform the various finishing functions in your printer using either the print driver or control panel.

## Finisher configurations and supported finishing jobs

Finisher configurations	Staple	Offset stacking	Hole punch	V-fold	V-fold and center staple	C-fold, Z-fold, Z-fold half sheet
Paper transport and staple, hole punch finisher	✓	✓	✓	X	X	X
Paper transport and booklet finisher	✓	✓	✓	✓	✓	X
Folding paper transport only	X	X	X	✓	X	✓
Folding paper transport and staple, hole punch finisher	✓	✓	✓	✓	X	✓
Folding paper transport and booklet finisher	✓	✓	✓	✓	✓	✓
Staple finisher	✓	✓	X	X	X	X
Offset stacker	X	✓	X	X	X	X

# Accessing the print driver

The print driver lets you print from an application that is installed on your computer. To access the driver and change the settings when printing, open the printing dialog.

### For Windows users

If you are printing from a Microsoft app, such as Word or PowerPoint, or from the Adobe Acrobat® software, then do the following:

1. Click **Menu** or **File > Print**.

**Note:** You can also press **CTRL** and **P**.

2. In the **Printer** menu, select a printer, and then click **Printer Properties**.

If you are printing from a web browser, then do the following:

1. Select browser menu, and then click **Print**.

**Note:** You can also press **CTRL** and **P**.

2. Depending on your browser, do either of the following:
  - Select **More settings**, and then click **Print using system dialogue**.
  - Click **Print using system dialogue**.
3. In the **Select Printer** menu, select a printer, and then click **Preferences**.

### For Macintosh users

**Note:** Make sure that the print driver is already installed. For more information, see [https://support.lexmark.com/en\\_us/drivers-downloads.html](https://support.lexmark.com/en_us/drivers-downloads.html).

If you are printing from a Preview app, Safari browser, or Microsoft app such as Word or PowerPoint, then do the following:

Click **File > Print**.

**Note:** You can also press **CTRL** and **P**.

If you are printing from Adobe Acrobat, then do the following:

1. Click **File > Print**.

**Note:** You can also press **CTRL** and **P**.

2. Click **Printer**.

**If you are printing from a browser other than Safari, then do the following:**

1. Click **File › Print**.
2. Depending on your browser, do either of the following:
  - Click **More Settings › Print using system dialogue**.
  - Click **Print using system dialogue**.

# Supported paper

## Paper sizes supported for staple jobs

### Paper sizes supported by the staple finisher

Paper size	Orientation	Single	Dual	Dual Left
<b>4x6 Card</b>	Short-edge feed	X	X	X
	Long-edge feed	X	X	X
<b>A6</b> 105 x 148 mm (4.13 x 5.83 in.)	Short-edge feed	X	X	X
	Long-edge feed	X	X	X
<b>A5</b> 148 x 210 mm (5.83 x 8.27 in.)	Short-edge feed	X	X	X
	Long-edge feed	X	X	X
<b>A4</b> 210 x 297 mm (8.27 x 11.7 in.)	Short-edge feed	✓	✓	✓
	Long-edge feed	✓	✓	✓
<b>A3</b> 297 x 420 mm (11.69 x 16.54 in.)	Short-edge feed	✓	✓	✓
<b>JIS B5</b> 182 x 257 mm (7.17 x 10.1 in.)	Short-edge feed	✓	✓	✓
	Long-edge feed	✓	✓	✓
<b>JIS B4</b> 257 x 364 mm (10.12 x 14.33 in.)	Short-edge feed	✓	✓	✓

Paper size	Orientation	Single	Dual	Dual Left
<b>Statement</b> 139.7 x 215.9 mm (5.5 x 8.5 in.)	Short-edge feed	X	X	X
	Long-edge feed	X	X	X
<b>Executive</b> 184.2 x 266.7 mm (7.25 x 10.5 in.)	Short-edge feed	✓	X	X
	Long-edge feed	✓	✓	✓
<b>Letter</b> 215.9 x 279.4 mm (8.5 x 11 in.)	Short-edge feed	✓	✓	X
	Long-edge feed	✓	✓	X
<b>Folio</b> 215.9 x 330.2 mm (8.5 x 13 in.)	Short-edge feed	✓	✓	X
<b>Oficio (Mexico)</b> 215.9 x 340.4 mm (8.5 x 13.4 in.)	Short-edge feed	✓	✓	X
<b>Legal</b> 215.9 x 355.6 mm (8.5 x 14 in.)	Short-edge feed	✓	✓	✓
<b>Ledger</b> 279.4 x 431.8 mm (11 x 17 in.)	Short-edge feed	✓	✓	✓
<b>12x18</b> 304.8 x 457.2 mm (12 x 18 in.)	Short-edge feed	X	X	X

Paper size	Orientation	Single	Dual	Dual Left
<b>SRA3</b> 320.04 x 449.58 mm (12.6 x 17.7 in.)	Short-edge feed	X	X	X
<b>Envelope (Choukei #3)</b> 120 x 235 mm (4.75 x 9.25 in.)	Short-edge feed	X	X	X
<b>Hagaki</b> 100 x 148 mm (3.94 x 5.83 in.)	Short-edge feed	X	X	X
<b>B5 Envelope</b> 176 x 250 mm (6.93 x 9.84 in.)	Short-edge feed	X	X	X
<b>Envelope (Commercial #9)</b> 98.4 x 225.4 mm (3.875 x 8.9 in.)	Short-edge feed	X	X	X
<b>Envelope (Commercial #10)</b> 104.8 x 241.3 mm (4.12 x 9.5 in.)	Short-edge feed	X	X	X
<b>Envelope (Monarch 7-3/4)</b> 98.4 x 190.5 mm (3.875 x 7.5 in.)	Short-edge feed	X	X	X



Paper size	Orientation	Single	Dual	Dual Left
<b>Envelope (DL)</b> 110 x 220 mm (4.33 x 8.66 in.)	Short-edge feed	X	X	X
<b>Envelope (ISO C4)</b> 229 x 324 mm (9 x 12.8 in.)	Short-edge feed	X	X	X
<b>Envelope (ISO C5)</b> 162 x 229 mm (6.38 x 9 in.)	Short-edge feed	X	X	X

## Paper sizes supported by the staple, hole punch finisher

Paper size	Orientation	Single	Dual	Dual Left
<b>4x6 Card</b>	Short-edge feed	X	X	X
	Long-edge feed	X	X	X
<b>A6</b> 105 x 148 mm (4.13 x 5.83 in.)	Short-edge feed	X	X	X
	Long-edge feed	X	X	X
<b>A5</b> 148 x 210 mm (5.83 x 8.27 in.)	Short-edge feed	X	X	X
	Long-edge feed	X	X	X
<b>A4</b> 210 x 297 mm (8.27 x 11.7 in.)	Short-edge feed	✓	✓	✓
	Long-edge feed	✓	✓	✓
<b>A3</b> 297 x 420 mm (11.69 x 16.54 in.)	Short-edge feed	✓	✓	✓

Paper size	Orientation	Single	Dual	Dual Left
<b>JIS B5</b> 182 x 257 mm (7.17 x 10.1 in.)	Short-edge feed	✓	✓	✓
	Long-edge feed	✓	✓	✓
<b>JIS B4</b> 257 x 364 mm (10.12 x 14.33 in.)	Short-edge feed	✓	✓	X
<b>Statement</b> 139.7 x 215.9 mm (5.5 x 8.5 in.)	Short-edge feed	X	X	X
	Long-edge feed	X	X	X
<b>Executive</b> 184.2 x 266.7 mm (7.25 x 10.5 in.)	Short-edge feed	✓	✓	✓
	Long-edge feed	✓	✓	✓
<b>Letter</b> 215.9 x 279.4 mm (8.5 x 11 in.)	Short-edge feed	✓	✓	✓
	Long-edge feed	✓	✓	✓
<b>Folio</b> 215.9 x 330.2 mm (8.5 x 13 in.)	Short-edge feed	✓	✓	✓
<b>Oficio (Mexico)</b> 215.9 x 340.4 mm (8.5 x 13.4 in.)	Short-edge feed	✓	✓	✓
<b>Legal</b> 215.9 x 355.6 mm (8.5 x 14 in.)	Short-edge feed	✓	✓	✓
<b>Ledger</b> 279.4 x 431.8 mm (11 x 17 in.)	Short-edge feed	✓	✓	✓
<b>12x18</b> 304.8 x 457.2 mm (12 x 18 in.)	Short-edge feed	X	X	X

Paper size	Orientation	Single	Dual	Dual Left
<b>SRA3</b> 320.04 x 449.58 mm (12.6 x 17.7 in.)	Short-edge feed	X	X	X
<b>Envelope (Choukei #3)</b> 120 x 235 mm (4.75 x 9.25 in.)	Short-edge feed	X	X	X
<b>Hagaki</b> 100 x 148 mm (3.94 x 5.83 in.)	Short-edge feed	X	X	X
<b>B5 Envelope</b> 176 x 250 mm (6.93 x 9.84 in.)	Short-edge feed	X	X	X
<b>Envelope (Commercial #9)</b> 98.4 x 225.4 mm (3.875 x 8.9 in.)	Short-edge feed	X	X	X
<b>Envelope (Commercial #10)</b> 104.8 x 241.3 mm (4.12 x 9.5 in.)	Short-edge feed	X	X	X
<b>Envelope (Monarch 7-3/4)</b> 98.4 x 190.5 mm (3.875 x 7.5 in.)	Short-edge feed	X	X	X
<b>Envelope (DL)</b> 110 x 220 mm (4.33 x 8.66 in.)	Short-edge feed	X	X	X
<b>Envelope (ISO C4)</b> 229 x 324 mm (9 x 12.8 in.)	Short-edge feed	X	X	X

Paper size	Orientation	Single	Dual	Dual Left
<b>Envelope (ISO C5)</b> 162 x 229 mm (6.38 x 9 in.)	Short-edge feed	X	X	X

## Paper sizes supported by the booklet finisher

Paper size	Orientation	Single	Dual	Dual Left
<b>4x6 Card</b>	Short-edge feed	X	X	X
	Long-edge feed	X	X	X
<b>A6</b> 105 x 148 mm (4.13 x 5.83 in.)	Short-edge feed	X	X	X
	Long-edge feed	X	X	X
<b>A5</b> 148 x 210 mm (5.83 x 8.27 in.)	Short-edge feed	X	X	X
	Long-edge feed	X	X	X
<b>A4</b> 210 x 297 mm (8.27 x 11.7 in.)	Short-edge feed	✓	✓	✓
	Long-edge feed	✓	✓	✓
<b>A3</b> 297 x 420 mm (11.69 x 16.54 in.)	Short-edge feed	✓	✓	✓
<b>JIS B5</b> 182 x 257 mm (7.17 x 10.1 in.)	Short-edge feed	✓	✓	✓
	Long-edge feed	✓	✓	✓
<b>JIS B4</b> 257 x 364 mm (10.12 x 14.33 in.)	Short-edge feed	✓	✓	X
<b>Statement</b> 139.7 x 215.9 mm (5.5 x 8.5 in.)	Short-edge feed	X	X	X
	Long-edge feed	X	X	X

Paper size	Orientation	Single	Dual	Dual Left
<b>Executive</b> 184.2 x 266.7 mm (7.25 x 10.5 in.)	Short-edge feed	✓	✓	✓
	Long-edge feed	✓	✓	✓
<b>Letter</b> 215.9 x 279.4 mm (8.5 x 11 in.)	Short-edge feed	✓	✓	✓
	Long-edge feed	✓	✓	✓
<b>Folio</b> 215.9 x 330.2 mm (8.5 x 13 in.)	Short-edge feed	✓	✓	✓
<b>Oficio (Mexico)</b> 215.9 x 340.4 mm (8.5 x 13.4 in.)	Short-edge feed	✓	✓	✓
<b>Legal</b> 215.9 x 355.6 mm (8.5 x 14 in.)	Short-edge feed	✓	✓	✓
<b>Ledger</b> 279.4 x 431.8 mm (11 x 17 in.)	Short-edge feed	✓	✓	✓
<b>12x18</b> 304.8 x 457.2 mm (12 x 18 in.)	Short-edge feed	X	X	X
<b>SRA3</b> 320.04 x 449.58 mm (12.6 x 17.7 in.)	Short-edge feed	X	X	X
<b>Envelope (Choukei #3)</b> 120 x 235 mm (4.75 x 9.25 in.)	Short-edge feed	X	X	X
<b>Hagaki</b> 100 x 148 mm (3.94 x 5.83 in.)	Short-edge feed	X	X	X

Paper size	Orientation	Single	Dual	Dual Left
<b>B5 Envelope</b> 176 x 250 mm (6.93 x 9.84 in.)	Short-edge feed	X	X	X
<b>Envelope (Commercial #9)</b> 98.4 x 225.4 mm (3.875 x 8.9 in.)	Short-edge feed	X	X	X
<b>Envelope (Commercial #10)</b> 104.8 x 241.3 mm (4.12 x 9.5 in.)	Short-edge feed	X	X	X
<b>Envelope (Monarch 7-3/4)</b> 98.4 x 190.5 mm (3.875 x 7.5 in.)	Short-edge feed	X	X	X
<b>Envelope (DL)</b> 110 x 220 mm (4.33 x 8.66 in.)	Short-edge feed	X	X	X
<b>Envelope (ISO C4)</b> 229 x 324 mm (9 x 12.8 in.)	Short-edge feed	X	X	X
<b>Envelope (ISO C5)</b> 162 x 229 mm (6.38 x 9 in.)	Short-edge feed	X	X	X

## Paper sizes supported for punch jobs

### Paper sizes supported by the staple, hole punch finisher

Paper size	Orientation	Two-hole	Three-hole	Four-hole
<b>4x6 Card</b>	Short-edge feed	X	X	X
	Long-edge feed	X	X	X

Paper size	Orientation	Two-hole	Three-hole	Four-hole
<b>A6</b> 105 x 148 mm (4.13 x 5.83 in.)	Short-edge feed	X	X	X
	Long-edge feed	X	X	X
<b>A5</b> 148 x 210 mm (5.83 x 8.27 in.)	Short-edge feed	✓	X	X
	Long-edge feed	✓	X	X
<b>A4</b> 210 x 297 mm (8.27 x 11.7 in.)	Short-edge feed	✓	X	X
	Long-edge feed	✓	✓	✓
<b>A3</b> 297 x 420 mm (11.69 x 16.54 in.)	Short-edge feed	✓	✓	✓
<b>JIS B5</b> 182 x 257 mm (7.17 x 10.1 in.)	Short-edge feed	✓	X	X
	Long-edge feed	✓	✓	✓
<b>JIS B4</b> 257 x 364 mm (10.12 x 14.33 in.)	Short-edge feed	✓	✓	✓
<b>Statement</b> 139.7 x 215.9 mm (5.5 x 8.5 in.)	Short-edge feed	✓	X	X
	Long-edge feed	✓	X	X
<b>Executive</b> 184.2 x 266.7 mm (7.25 x 10.5 in.)	Short-edge feed	✓	X	X
	Long-edge feed	✓	✓	✓
<b>Letter</b> 215.9 x 279.4 mm (8.5 x 11 in.)	Short-edge feed	✓	X	X
	Long-edge feed	✓	✓	✓
<b>Folio</b> 215.9 x 330.2 mm (8.5 x 13 in.)	Short-edge feed	✓	X	X

Paper size	Orientation	Two-hole	Three-hole	Four-hole
<b>Oficio (Mexico)</b> 215.9 x 340.4 mm (8.5 x 13.4 in.)	Short-edge feed	✓	X	X
<b>Legal</b> 215.9 x 355.6 mm (8.5 x 14 in.)	Short-edge feed	✓	X	X
<b>Ledger</b> 279.4 x 431.8 mm (11 x 17 in.)	Short-edge feed	✓	✓	✓
<b>12x18</b> 304.8 x 457.2 mm (12 x 18 in.)	Short-edge feed	X	X	X
<b>SRA3</b> 320.04 x 449.58 mm (12.6 x 17.7 in.)	Short-edge feed	X	X	X
<b>Envelope (Choukei #3)</b> 120 x 235 mm (4.75 x 9.25 in.)	Short-edge feed	X	X	X
<b>Hagaki</b> 100 x 148 mm (3.94 x 5.83 in.)	Short-edge feed	X	X	X
<b>B5 Envelope</b> 176 x 250 mm (6.93 x 9.84 in.)	Short-edge feed	X	X	X
<b>Envelope (Commercial #9)</b> 98.4 x 225.4 mm (3.875 x 8.9 in.)	Short-edge feed	X	X	X



Paper size	Orientation	Two-hole	Three-hole	Four-hole
<b>Envelope (Commercial #10)</b> 104.8 x 241.3 mm (4.12 x 9.5 in.)	Short-edge feed	X	X	X
<b>Envelope (Monarch 7-3/4)</b> 98.4 x 190.5 mm (3.875 x 7.5 in.)	Short-edge feed	X	X	X
<b>Envelope (DL)</b> 110 x 220 mm (4.33 x 8.66 in.)	Short-edge feed	X	X	X
<b>Envelope (ISO C4)</b> 229 x 324 mm (9 x 12.8 in.)	Short-edge feed	X	X	X
<b>Envelope (ISO C5)</b> 162 x 229 mm (6.38 x 9 in.)	Short-edge feed	X	X	X

## Paper sizes supported by the booklet finisher

Paper size	Orientation	Two-hole	Three-hole	Four-hole
<b>4x6 Card</b>	Short-edge feed	X	X	X
	Long-edge feed	X	X	X
<b>A6</b> 105 x 148 mm (4.13 x 5.83 in.)	Short-edge feed	X	X	X
	Long-edge feed	X	X	X
<b>A5</b> 148 x 210 mm (5.83 x 8.27 in.)	Short-edge feed	✓	X	X
	Long-edge feed	✓	X	X
<b>A4</b> 210 x 297 mm (8.27 x 11.7 in.)	Short-edge feed	✓	X	X
	Long-edge feed	✓	✓	✓

Paper size	Orientation	Two-hole	Three-hole	Four-hole
<b>A3</b> 297 x 420 mm (11.69 x 16.54 in.)	Short-edge feed	✓	✓	✓
<b>JIS B5</b> 182 x 257 mm (7.17 x 10.1 in.)	Short-edge feed	✓	X	X
	Long-edge feed	✓	X	X
<b>JIS B4</b> 257 x 364 mm (10.12 x 14.33 in.)	Short-edge feed	✓	✓	✓
<b>Statement</b> 139.7 x 215.9 mm (5.5 x 8.5 in.)	Short-edge feed	✓	X	X
	Long-edge feed	✓	X	X
<b>Executive</b> 184.2 x 266.7 mm (7.25 x 10.5 in.)	Short-edge feed	✓	X	X
	Long-edge feed	✓	✓	✓
<b>Letter</b> 215.9 x 279.4 mm (8.5 x 11 in.)	Short-edge feed	✓	X	X
	Long-edge feed	✓	✓	✓
<b>Folio</b> 215.9 x 330.2 mm (8.5 x 13 in.)	Short-edge feed	✓	X	X
<b>Oficio (Mexico)</b> 215.9 x 340.4 mm (8.5 x 13.4 in.)	Short-edge feed	✓	X	X
<b>Legal</b> 215.9 x 355.6 mm (8.5 x 14 in.)	Short-edge feed	✓	X	X
<b>Ledger</b> 279.4 x 431.8 mm (11 x 17 in.)	Short-edge feed	✓	✓	✓

Paper size	Orientation	Two-hole	Three-hole	Four-hole
<b>12x18</b> 304.8 x 457.2 mm (12 x 18 in.)	Short-edge feed	X	X	X
<b>SRA3</b> 320.04 x 449.58 mm (12.6 x 17.7 in.)	Short-edge feed	X	X	X
<b>Envelope (Choukei #3)</b> 120 x 235 mm (4.75 x 9.25 in.)	Short-edge feed	X	X	X
<b>Hagaki</b> 100 x 148 mm (3.94 x 5.83 in.)	Short-edge feed	X	X	X
<b>B5 Envelope</b> 176 x 250 mm (6.93 x 9.84 in.)	Short-edge feed	X	X	X
<b>Envelope (Commercial #9)</b> 98.4 x 225.4 mm (3.875 x 8.9 in.)	Short-edge feed	X	X	X
<b>Envelope (Commercial #10)</b> 104.8 x 241.3 mm (4.12 x 9.5 in.)	Short-edge feed	X	X	X
<b>Envelope (Monarch 7-3/4)</b> 98.4 x 190.5 mm (3.875 x 7.5 in.)	Short-edge feed	X	X	X
<b>Envelope (DL)</b> 110 x 220 mm (4.33 x 8.66 in.)	Short-edge feed	X	X	X

Paper size	Orientation	Two-hole	Three-hole	Four-hole
<b>Envelope (ISO C4)</b> 229 x 324 mm (9 x 12.8 in.)	Short-edge feed	X	X	X
<b>Envelope (ISO C5)</b> 162 x 229 mm (6.38 x 9 in.)	Short-edge feed	X	X	X

## Paper sizes supported for offset stacking jobs

### Paper sizes supported by the offset stacker or staple finisher

Paper size	Orientation	Offset stacker	Staple finisher
<b>4x6 Card</b>	Short-edge feed	X	X
	Long-edge feed	X	X
<b>A6</b> 105 x 148 mm (4.13 x 5.83 in.)	Short-edge feed	X	X
	Long-edge feed	X	X
<b>A5</b> 148 x 210 mm (5.83 x 8.27 in.)	Short-edge feed	✓	✓
	Long-edge feed	✓	✓
<b>A4</b> 210 x 297 mm (8.27 x 11.7 in.)	Short-edge feed	✓	✓
	Long-edge feed	✓	✓
<b>A3</b> 297 x 420 mm (11.69 x 16.54 in.)	Short-edge feed	✓	✓
<b>JIS B5</b> 182 x 257 mm (7.17 x 10.1 in.)	Short-edge feed	✓	✓
	Long-edge feed	✓	✓

Paper size	Orientation	Offset stacker	Staple finisher
<b>JIS B4</b> 257 x 364 mm (10.12 x 14.33 in.)	Short-edge feed	✓	✓
<b>Statement</b> 139.7 x 215.9 mm (5.5 x 8.5 in.)	Short-edge feed	✓	X
	Long-edge feed	✓	X
<b>Executive</b> 184.2 x 266.7 mm (7.25 x 10.5 in.)	Short-edge feed	✓	✓
	Long-edge feed	✓	✓
<b>Letter</b> 215.9 x 279.4 mm (8.5 x 11 in.)	Short-edge feed	✓	✓
	Long-edge feed	✓	✓
<b>Folio</b> 215.9 x 330.2 mm (8.5 x 13 in.)	Short-edge feed	✓	✓
<b>Oficio (Mexico)</b> 215.9 x 340.4 mm (8.5 x 13.4 in.)	Short-edge feed	✓	✓
<b>Legal</b> 215.9 x 355.6 mm (8.5 x 14 in.)	Short-edge feed	✓	✓
<b>Ledger</b> 279.4 x 431.8 mm (11 x 17 in.)	Short-edge feed	✓	✓
<b>12x18</b> 304.8 x 457.2 mm (12 x 18 in.)	Short-edge feed	X	X
<b>SRA3</b> 320.04 x 449.58 mm (12.6 x 17.7 in.)	Short-edge feed	X	X

Paper size	Orientation	Offset stacker	Staple finisher
<b>Envelope (Choukei #3)</b> 120 x 235 mm (4.75 x 9.25 in.)	Short-edge feed	✓	X
<b>Hagaki</b> 100 x 148 mm (3.94 x 5.83 in.)	Short-edge feed	✓	X
<b>B5 Envelope</b> 176 x 250 mm (6.93 x 9.84 in.)	Short-edge feed	✓	X
<b>Envelope (Commercial #9)</b> 98.4 x 225.4 mm (3.875 x 8.9 in.)	Short-edge feed	✓	X
<b>Envelope (Commercial #10)</b> 104.8 x 241.3 mm (4.12 x 9.5 in.)	Short-edge feed	✓	X
<b>Envelope (Monarch 7-3/4)</b> 98.4 x 190.5 mm (3.875 x 7.5 in.)	Short-edge feed	✓	X
<b>Envelope (DL)</b> 110 x 220 mm (4.33 x 8.66 in.)	Short-edge feed	✓	X
<b>Envelope (ISO C4)</b> 229 x 324 mm (9 x 12.8 in.)	Short-edge feed	✓	X
<b>Envelope (ISO C5)</b> 162 x 229 mm (6.38 x 9 in.)	Short-edge feed	✓	X
<b>Universal</b>	N/A	✓ <sup>1</sup>	✓ <sup>2</sup>

<sup>1</sup> Supports paper sizes ranging from 95 x 148 mm (3.74 x 5.83 in.) to 304.8 x 600 mm (12 x 23.62 in.).

<sup>2</sup> Supports paper sizes ranging from 148 x 148 mm (5.83 x 5.83 in.) to 297 x 419.1 mm (11.69 x 16.5 in.).

## Paper sizes supported by finishers with a paper transport unit

Paper size	Orientation	Paper transport + Staple, hole punch finisher	Paper transport + Booklet finisher
		Bin 1	
<b>4x6 Card</b>	Short-edge feed	X	X
	Long-edge feed	X	X
<b>A6</b> 105 x 148 mm (4.13 x 5.83 in.)	Short-edge feed	X	X
	Long-edge feed	X	X
<b>A5</b> 148 x 210 mm (5.83 x 8.27 in.)	Short-edge feed	✓	✓
	Long-edge feed	✓	✓
<b>A4</b> 210 x 297 mm (8.27 x 11.7 in.)	Short-edge feed	✓	✓
	Long-edge feed	✓	✓
<b>A3</b> 297 x 420 mm (11.69 x 16.54 in.)	Short-edge feed	✓	✓
<b>JIS B5</b> 182 x 257 mm (7.17 x 10.1 in.)	Short-edge feed	✓	✓
	Long-edge feed	✓	✓
<b>JIS B4</b> 257 x 364 mm (10.12 x 14.33 in.)	Short-edge feed	✓	✓
<b>Statement</b> 139.7 x 215.9 mm (5.5 x 8.5 in.)	Short-edge feed	✓	✓
	Long-edge feed	✓	✓

Paper size	Orientation	Paper transport + Staple, hole punch finisher	Paper transport + Booklet finisher
		Bin 1	
<b>Executive</b> 184.2 x 266.7 mm (7.25 x 10.5 in.)	Short-edge feed	✓	✓
	Long-edge feed	✓	✓
<b>Letter</b> 215.9 x 279.4 mm (8.5 x 11 in.)	Short-edge feed	✓	✓
	Long-edge feed	✓	✓
<b>Folio</b> 215.9 x 330.2 mm (8.5 x 13 in.)	Short-edge feed	✓	✓
<b>Oficio (Mexico)</b> 215.9 x 340.4 mm (8.5 x 13.4 in.)	Short-edge feed	✓	✓
<b>Legal</b> 215.9 x 355.6 mm (8.5 x 14 in.)	Short-edge feed	✓	✓
<b>Ledger</b> 279.4 x 431.8 mm (11 x 17 in.)	Short-edge feed	✓	✓
<b>12x18</b> 304.8 x 457.2 mm (12 x 18 in.)	Short-edge feed	✓	✓
<b>SRA3</b> 320.04 x 449.58 mm (12.6 x 17.7 in.)	Short-edge feed	X	X
<b>Envelope (Choukei #3)</b> 120 x 235 mm (4.75 x 9.25 in.)	Short-edge feed	X	X



Paper size	Orientation	Paper transport + Staple, hole punch finisher	Paper transport + Booklet finisher
		Bin 1	
<b>Hagaki</b> 100 x 148 mm (3.94 x 5.83 in.)	Short-edge feed	X	X
<b>B5 Envelope</b> 176 x 250 mm (6.93 x 9.84 in.)	Short-edge feed	X	X
<b>Envelope (Commercial #9)</b> 98.4 x 225.4 mm (3.875 x 8.9 in.)	Short-edge feed	X	X
<b>Envelope (Commercial #10)</b> 104.8 x 241.3 mm (4.12 x 9.5 in.)	Short-edge feed	X	X
<b>Envelope (Monarch 7-3/4)</b> 98.4 x 190.5 mm (3.875 x 7.5 in.)	Short-edge feed	X	X
<b>Envelope (DL)</b> 110 x 220 mm (4.33 x 8.66 in.)	Short-edge feed	X	X
<b>Envelope (ISO C4)</b> 229 x 324 mm (9 x 12.8 in.)	Short-edge feed	X	X
<b>Envelope (ISO C5)</b> 162 x 229 mm (6.38 x 9 in.)	Short-edge feed	X	X
<b>Universal</b>	N/A	√*	√*

\* Supports paper sizes ranging from 139.7 x 148 mm (5.5 x 5.83 in.) to 304.8 x 457.2 mm (12 x 18 in.).

## Paper sizes supported by finishers with a folding paper transport

Paper size	Orientation	Folding paper transport + Staple, hole punch finisher	Folding paper transport + Booklet finisher
		Bin 1	
<b>4x6 Card</b>	Short-edge feed	X	X
	Long-edge feed	X	X
<b>A6</b> 105 x 148 mm (4.13 x 5.83 in.)	Short-edge feed	X	X
	Long-edge feed	X	X
<b>A5</b> 148 x 210 mm (5.83 x 8.27 in.)	Short-edge feed	✓	✓
	Long-edge feed	✓	✓
<b>A4</b> 210 x 297 mm (8.27 x 11.7 in.)	Short-edge feed	✓	✓
	Long-edge feed	✓	✓
<b>A3</b> 297 x 420 mm (11.69 x 16.54 in.)	Short-edge feed	✓	✓
<b>JIS B5</b> 182 x 257 mm (7.17 x 10.1 in.)	Short-edge feed	✓	✓
	Long-edge feed	✓	✓
<b>JIS B4</b> 257 x 364 mm (10.12 x 14.33 in.)	Short-edge feed	✓	✓
<b>Statement</b> 139.7 x 215.9 mm (5.5 x 8.5 in.)	Short-edge feed	✓	✓
	Long-edge feed	✓	✓
<b>Executive</b> 184.2 x 266.7 mm (7.25 x 10.5 in.)	Short-edge feed	✓	✓
	Long-edge feed	✓	✓

Paper size	Orientation	Folding paper transport + Staple, hole punch finisher	Folding paper transport + Booklet finisher
		Bin 1	
<b>Letter</b> 215.9 x 279.4 mm (8.5 x 11 in.)	Short-edge feed	✓	✓
	Long-edge feed	✓	✓
<b>Folio</b> 215.9 x 330.2 mm (8.5 x 13 in.)	Short-edge feed	✓	✓
<b>Oficio (Mexico)</b> 215.9 x 340.4 mm (8.5 x 13.4 in.)	Short-edge feed	✓	✓
<b>Legal</b> 215.9 x 355.6 mm (8.5 x 14 in.)	Short-edge feed	✓	✓
<b>Ledger</b> 279.4 x 431.8 mm (11 x 17 in.)	Short-edge feed	✓	✓
<b>12x18</b> 304.8 x 457.2 mm (12 x 18 in.)	Short-edge feed	✓	✓
<b>SRA3</b> 320.04 x 449.58 mm (12.6 x 17.7 in.)	Short-edge feed	X	X
<b>Envelope (Choukei #3)</b> 120 x 235 mm (4.75 x 9.25 in.)	Short-edge feed	X	X
<b>Hagaki</b> 100 x 148 mm (3.94 x 5.83 in.)	Short-edge feed	X	X

Paper size	Orientation	Folding paper transport + Staple, hole punch finisher	Folding paper transport + Booklet finisher
		Bin 1	
<b>B5 Envelope</b> 176 x 250 mm (6.93 x 9.84 in.)	Short-edge feed	X	X
<b>Envelope (Commercial #9)</b> 98.4 x 225.4 mm (3.875 x 8.9 in.)	Short-edge feed	X	X
<b>Envelope (Commercial #10)</b> 104.8 x 241.3 mm (4.12 x 9.5 in.)	Short-edge feed	X	X
<b>Envelope (Monarch 7-3/4)</b> 98.4 x 190.5 mm (3.875 x 7.5 in.)	Short-edge feed	X	X
<b>Envelope (DL)</b> 110 x 220 mm (4.33 x 8.66 in.)	Short-edge feed	X	X
<b>Envelope (ISO C4)</b> 229 x 324 mm (9 x 12.8 in.)	Short-edge feed	X	X
<b>Envelope (ISO C5)</b> 162 x 229 mm (6.38 x 9 in.)	Short-edge feed	X	X
<b>Universal</b>	N/A	√*	√*

\* Supports paper sizes ranging from 139.7 x 148 mm (5.5 x 5.83 in.) to 304.8 x 457.2 mm (12 x 18 in.).

# Paper sizes supported for fold jobs

## Paper sizes supported by the folding paper transport

Paper size	Orientation	Folding paper transport only			
		C-fold	Z-fold	Z-fold half sheet	V-fold
		Standard bin			
<b>4x6 Card</b>	Short-edge feed	X	X	X	X
	Long-edge feed	X	X	X	X
<b>A6</b> 105 x 148 mm (4.13 x 5.83 in.)	Short-edge feed	X	X	X	X
	Long-edge feed	X	X	X	X
<b>A5</b> 148 x 210 mm (5.83 x 8.27 in.)	Short-edge feed	X	X	X	X
	Long-edge feed	X	X	X	X
<b>A4</b> 210 x 297 mm (8.27 x 11.7 in.)	Short-edge feed	✓	✓	✓	✓
	Long-edge feed	X	X	X	X
<b>A3</b> 297 x 420 mm (11.69 x 16.54 in.)	Short-edge feed	✓	✓	✓	✓
<b>JIS B5</b> 182 x 257 mm (7.17 x 10.1 in.)	Short-edge feed	X	X	X	X
	Long-edge feed	X	X	X	X

Paper size	Orientation	Folding paper transport only			
		C-fold	Z-fold	Z-fold half sheet	V-fold
		Standard bin			
<b>JIS B4</b> 257 x 364 mm  (10.12 x 14.33 in.)	Short-edge feed	X	X	✓	✓
<b>Statement</b> 139.7 x 215.9 mm  (5.5 x 8.5 in.)	Short-edge feed	X	X	X	X
	Long-edge feed	X	X	X	X
<b>Executive</b> 184.2 x 266.7 mm  (7.25 x 10.5 in.)	Short-edge feed	X	X	X	X
	Long-edge feed	X	X	X	X
<b>Letter</b> 215.9 x 279.4 mm  (8.5 x 11 in.)	Short-edge feed	✓	✓	✓	✓
	Long-edge feed	X	X	X	X
<b>Folio</b> 215.9 x 330.2 mm  (8.5 x 13 in.)	Short-edge feed	X	X	X	X
<b>Oficio (Mexico)</b> 215.9 x 340.4 mm  (8.5 x 13.4 in.)	Short-edge feed	✓	✓	✓	✓
<b>Legal</b> 215.9 x 355.6 mm  (8.5 x 14 in.)	Short-edge feed	✓	✓	✓	✓

Paper size	Orientation	Folding paper transport only			
		C-fold	Z-fold	Z-fold half sheet	V-fold
		Standard bin			
<b>Ledger</b> 279.4 x 431.8 mm (11 x 17 in.)	Short-edge feed	✓	✓	✓	✓
<b>12x18</b> 304.8 x 457.2 mm (12 x 18 in.)	Short-edge feed	X	X	X	X
<b>SRA3</b> 320.04 x 449.58 mm (12.6 x 17.7 in.)	Short-edge feed	X	X	X	X
<b>Envelope (Choukei #3)</b> 120 x 235 mm (4.75 x 9.25 in.)	Short-edge feed	X	X	X	X
<b>Hagaki</b> 100 x 148 mm (3.94 x 5.83 in.)	Short-edge feed	X	X	X	X
<b>B5 Envelope</b> 176 x 250 mm (6.93 x 9.84 in.)	Short-edge feed	X	X	X	X

Paper size	Orientation	Folding paper transport only			
		C-fold	Z-fold	Z-fold half sheet	V-fold
		Standard bin			
<b>Envelope (Commercial #9)</b>  98.4 x 225.4 mm  (3.875 x 8.9 in.)	Short-edge feed	X	X	X	X
<b>Envelope (Commercial #10)</b>  104.8 x 241.3 mm  (4.12 x 9.5 in.)	Short-edge feed	X	X	X	X
<b>Envelope (Monarch 7-3/4)</b>  98.4 x 190.5 mm  (3.875 x 7.5 in.)	Short-edge feed	X	X	X	X
<b>Envelope (DL)</b>  110 x 220 mm  (4.33 x 8.66 in.)	Short-edge feed	X	X	X	X
<b>Envelope (ISO C4)</b>  229 x 324 mm  (9 x 12.8 in.)	Short-edge feed	X	X	X	X
<b>Envelope (ISO C5)</b>  162 x 229 mm  (6.38 x 9 in.)	Short-edge feed	X	X	X	X



## Paper sizes supported by the paper transport and booklet finisher

Paper size	Orientation	Paper transport + Booklet finisher	
		V-fold multiple	V-fold
		Bin 2	Standard bin, bin 1, bin 2
<b>4x6 Card</b>	Short-edge feed	X	X
	Long-edge feed	X	X
<b>A6</b> 105 x 148 mm (4.13 x 5.83 in.)	Short-edge feed	X	X
	Long-edge feed	X	X
<b>A5</b> 148 x 210 mm (5.83 x 8.27 in.)	Short-edge feed	X	X
	Long-edge feed	X	X
<b>A4</b> 210 x 297 mm (8.27 x 11.7 in.)	Short-edge feed	✓	✓
	Long-edge feed	X	X
<b>A3</b> 297 x 420 mm (11.69 x 16.54 in.)	Short-edge feed	✓	✓
<b>JIS B5</b> 182 x 257 mm (7.17 x 10.1 in.)	Short-edge feed	✓	✓
	Long-edge feed	X	X
<b>JIS B4</b> 257 x 364 mm (10.12 x 14.33 in.)	Short-edge feed	✓	✓
<b>Statement</b> 139.7 x 215.9 mm (5.5 x 8.5 in.)	Short-edge feed	X	X
	Long-edge feed	X	X
<b>Executive</b> 184.2 x 266.7 mm (7.25 x 10.5 in.)	Short-edge feed	X	X
	Long-edge feed	X	X

Paper size	Orientation	Paper transport + Booklet finisher	
		V-fold multiple	V-fold
		Bin 2	Standard bin, bin 1, bin 2
<b>Letter</b> 215.9 x 279.4 mm (8.5 x 11 in.)	Short-edge feed	✓	✓
	Long-edge feed	X	X
<b>Folio</b> 215.9 x 330.2 mm (8.5 x 13 in.)	Short-edge feed	✓	✓
<b>Oficio (Mexico)</b> 215.9 x 340.4 mm (8.5 x 13.4 in.)	Short-edge feed	✓	✓
<b>Legal</b> 215.9 x 355.6 mm (8.5 x 14 in.)	Short-edge feed	✓	✓
<b>Ledger</b> 279.4 x 431.8 mm (11 x 17 in.)	Short-edge feed	✓	✓
<b>12x18</b> 304.8 x 457.2 mm (12 x 18 in.)	Short-edge feed	✓	✓
<b>SRA3</b> 320.04 x 449.58 mm (12.6 x 17.7 in.)	Short-edge feed	✓	✓
<b>Envelope (Choukei #3)</b> 120 x 235 mm (4.75 x 9.25 in.)	Short-edge feed	X	X
<b>Hagaki</b> 100 x 148 mm (3.94 x 5.83 in.)	Short-edge feed	X	X

Paper size	Orientation	Paper transport + Booklet finisher	
		V-fold multiple	V-fold
		Bin 2	Standard bin, bin 1, bin 2
<b>B5 Envelope</b> 176 x 250 mm (6.93 x 9.84 in.)	Short-edge feed	X	X
<b>Envelope (Commercial #9)</b> 98.4 x 225.4 mm (3.875 x 8.9 in.)	Short-edge feed	X	X
<b>Envelope (Commercial #10)</b> 104.8 x 241.3 mm (4.12 x 9.5 in.)	Short-edge feed	X	X
<b>Envelope (Monarch 7-3/4)</b> 98.4 x 190.5 mm (3.875 x 7.5 in.)	Short-edge feed	X	X
<b>Envelope (DL)</b> 110 x 220 mm (4.33 x 8.66 in.)	Short-edge feed	X	X
<b>Envelope (ISO C4)</b> 229 x 324 mm (9 x 12.8 in.)	Short-edge feed	X	X
<b>Envelope (ISO C5)</b> 162 x 229 mm (6.38 x 9 in.)	Short-edge feed	X	X

## Paper sizes supported by the folding paper transport and staple, hole punch finisher

Paper size	Orientation	Folding paper transport + Staple, hole punch finisher			
		C-fold	Z-fold	Z-fold half sheet	V-fold
		Bin 2		Standard bin, bin 2	
<b>4x6 Card</b>	Short-edge feed	X	X	X	X
	Long-edge feed	X	X	X	X
<b>A6</b> 105 x 148 mm (4.13 x 5.83 in.)	Short-edge feed	X	X	X	X
	Long-edge feed	X	X	X	X
<b>A5</b> 148 x 210 mm (5.83 x 8.27 in.)	Short-edge feed	X	X	X	X
	Long-edge feed	X	X	X	X
<b>A4</b> 210 x 297 mm (8.27 x 11.7 in.)	Short-edge feed	✓	✓	✓	✓
	Long-edge feed	X	X	X	X
<b>A3</b> 297 x 420 mm (11.69 x 16.54 in.)	Short-edge feed	✓	✓	✓	✓
<b>JIS B5</b> 182 x 257 mm (7.17 x 10.1 in.)	Short-edge feed	X	X	X	X
	Long-edge feed	X	X	X	X

Paper size	Orientation	Folding paper transport + Staple, hole punch finisher			
		C-fold	Z-fold	Z-fold half sheet	V-fold
		Bin 2		Standard bin, bin 2	
<b>JIS B4</b> 257 x 364 mm  (10.12 x 14.33 in.)	Short-edge feed	X	X	✓	✓
<b>Statement</b> 139.7 x 215.9 mm  (5.5 x 8.5 in.)	Short-edge feed	X	X	X	X
	Long-edge feed	X	X	X	X
<b>Executive</b> 184.2 x 266.7 mm  (7.25 x 10.5 in.)	Short-edge feed	X	X	X	X
	Long-edge feed	X	X	X	X
<b>Letter</b> 215.9 x 279.4 mm  (8.5 x 11 in.)	Short-edge feed	✓	✓	✓	✓
	Long-edge feed	X	X	X	X
<b>Folio</b> 215.9 x 330.2 mm  (8.5 x 13 in.)	Short-edge feed	X	X	X	X
<b>Oficio (Mexico)</b> 215.9 x 340.4 mm  (8.5 x 13.4 in.)	Short-edge feed	✓	✓	✓	✓
<b>Legal</b> 215.9 x 355.6 mm  (8.5 x 14 in.)	Short-edge feed	✓	✓	✓	✓

Paper size	Orientation	Folding paper transport + Staple, hole punch finisher			
		C-fold	Z-fold	Z-fold half sheet	V-fold
		Bin 2		Standard bin, bin 2	
<b>Ledger</b> 279.4 x 431.8 mm (11 x 17 in.)	Short-edge feed	✓	✓	✓	✓
<b>12x18</b> 304.8 x 457.2 mm (12 x 18 in.)	Short-edge feed	X	X	X	✓
<b>SRA3</b> 320.04 x 449.58 mm (12.6 x 17.7 in.)	Short-edge feed	X	X	X	✓
<b>Envelope (Choukei #3)</b> 120 x 235 mm (4.75 x 9.25 in.)	Short-edge feed	X	X	X	X
<b>Hagaki</b> 100 x 148 mm (3.94 x 5.83 in.)	Short-edge feed	X	X	X	X
<b>B5 Envelope</b> 176 x 250 mm (6.93 x 9.84 in.)	Short-edge feed	X	X	X	X

Paper size	Orientation	Folding paper transport + Staple, hole punch finisher			
		C-fold	Z-fold	Z-fold half sheet	V-fold
		Bin 2		Standard bin, bin 2	
<b>Envelope (Commercial #9)</b>  98.4 x 225.4 mm  (3.875 x 8.9 in.)	Short-edge feed	X	X	X	X
<b>Envelope (Commercial #10)</b>  104.8 x 241.3 mm  (4.12 x 9.5 in.)	Short-edge feed	X	X	X	X
<b>Envelope (Monarch 7-3/4)</b>  98.4 x 190.5 mm  (3.875 x 7.5 in.)	Short-edge feed	X	X	X	X
<b>Envelope (DL)</b>  110 x 220 mm  (4.33 x 8.66 in.)	Short-edge feed	X	X	X	X
<b>Envelope (ISO C4)</b>  229 x 324 mm  (9 x 12.8 in.)	Short-edge feed	X	X	X	X
<b>Envelope (ISO C5)</b>  162 x 229 mm  (6.38 x 9 in.)	Short-edge feed	X	X	X	X

## Paper sizes supported by the folding paper transport and booklet finisher

Paper size	Orientation	Folding paper transport + Booklet finisher				
		C-fold	Z-fold	Z-fold half sheet	V-fold multiple	V-fold
		Bin 3	Bin 3	Standard bin, bin 1, bin 3	Bin 2	Standard bin, bin 1, bin 2, bin 3
<b>4x6 Card</b>	Short-edge feed	X	X	X	X	X
	Long-edge feed	X	X	X	X	X
<b>A6</b> 105 x 148 mm (4.13 x 5.83 in.)	Short-edge feed	X	X	X	X	X
	Long-edge feed	X	X	X	X	X
<b>A5</b> 148 x 210 mm (5.83 x 8.27 in.)	Short-edge feed	X	X	X	X	X
	Long-edge feed	X	X	X	X	X
<b>A4</b> 210 x 297 mm (8.27 x 11.7 in.)	Short-edge feed	✓	✓	✓	✓	✓
	Long-edge feed	X	X	X	X	X
<b>A3</b> 297 x 420 mm (11.69 x 16.54 in.)	Short-edge feed	✓	✓	✓	✓	✓
<b>JIS B5</b> 182 x 257 mm (7.17 x 10.1 in.)	Short-edge feed	X	X	X	✓	✓
	Long-edge feed	X	X	X	X	X



Paper size	Orientation	Folding paper transport + Booklet finisher				
		C-fold	Z-fold	Z-fold half sheet	V-fold multiple	V-fold
		Bin 3	Bin 3	Standard bin, bin 1, bin 3	Bin 2	Standard bin, bin 1, bin 2, bin 3
<b>JIS B4</b> 257 x 364 mm (10.12 x 14.33 in.)	Short-edge feed	X	X	✓	✓	✓
<b>Statement</b> 139.7 x 215.9 mm (5.5 x 8.5 in.)	Short-edge feed	X	X	X	X	X
	Long-edge feed	X	X	X	X	X
<b>Executive</b> 184.2 x 266.7 mm (7.25 x 10.5 in.)	Short-edge feed	X	X	X	X	X
	Long-edge feed	X	X	X	X	X
<b>Letter</b> 215.9 x 279.4 mm (8.5 x 11 in.)	Short-edge feed	✓	✓	✓	✓	✓
	Long-edge feed	X	X	X	X	X
<b>Folio</b> 215.9 x 330.2 mm (8.5 x 13 in.)	Short-edge feed	X	X	X	✓	✓
<b>Oficio (Mexico)</b> 215.9 x 340.4 mm (8.5 x 13.4 in.)	Short-edge feed	✓	✓	✓	✓	✓

Paper size	Orientation	Folding paper transport + Booklet finisher				
		C-fold	Z-fold	Z-fold half sheet	V-fold multiple	V-fold
		Bin 3	Bin 3	Standard bin, bin 1, bin 3	Bin 2	Standard bin, bin 1, bin 2, bin 3
<b>Legal</b> 215.9 x 355.6 mm  (8.5 x 14 in.)	Short-edge feed	✓	✓	✓	✓	✓
<b>Ledger</b> 279.4 x 431.8 mm  (11 x 17 in.)	Short-edge feed	✓	✓	✓	✓	✓
<b>12x18</b> 304.8 x 457.2 mm  (12 x 18 in.)	Short-edge feed	X	X	X	X	✓
<b>SRA3</b> 320.04 x 449.58 mm  (12.6 x 17.7 in.)	Short-edge feed	X	X	X	X	✓
<b>Envelope (Choukei #3)</b> 120 x 235 mm  (4.75 x 9.25 in.)	Short-edge feed	X	X	X	X	X
<b>Hagaki</b> 100 x 148 mm  (3.94 x 5.83 in.)	Short-edge feed	X	X	X	X	X

Paper size	Orientation	Folding paper transport + Booklet finisher				
		C-fold	Z-fold	Z-fold half sheet	V-fold multiple	V-fold
		Bin 3	Bin 3	Standard bin, bin 1, bin 3	Bin 2	Standard bin, bin 1, bin 2, bin 3
<b>B5 Envelope</b>  176 x 250 mm  (6.93 x 9.84 in.)	Short-edge feed	X	X	X	X	X
<b>Envelope (Commercial #9)</b>  98.4 x 225.4 mm  (3.875 x 8.9 in.)	Short-edge feed	X	X	X	X	X
<b>Envelope (Commercial #10)</b>  104.8 x 241.3 mm  (4.12 x 9.5 in.)	Short-edge feed	X	X	X	X	X
<b>Envelope (Monarch 7-3/4)</b>  98.4 x 190.5 mm  (3.875 x 7.5 in.)	Short-edge feed	X	X	X	X	X
<b>Envelope (DL)</b>  110 x 220 mm  (4.33 x 8.66 in.)	Short-edge feed	X	X	X	X	X

Paper size	Orientation	Folding paper transport + Booklet finisher				
		C-fold	Z-fold	Z-fold half sheet	V-fold multiple	V-fold
		Bin 3	Bin 3	Standard bin, bin 1, bin 3	Bin 2	Standard bin, bin 1, bin 2, bin 3
<b>Envelope (ISO C4)</b>  229 x 324 mm  (9 x 12.8 in.)	Short-edge feed	X	X	X	X	X
<b>Envelope (ISO C5)</b>  162 x 229 mm  (6.38 x 9 in.)	Short-edge feed	X	X	X	X	X

## Supported paper types

### Paper types supported by the basic configuration

Paper type	Standard 550-sheet tray	Multipurpose feeder	Two-sided printing	Automatic document feeder
<b>Plain paper</b>	✓	✓	✓	✓
<b>Card stock</b>	✓	✓	✓	X
<b>Recycled</b>	✓	✓	✓	✓
<b>Glossy</b>	✓	✓	✓	X
<b>Heavy glossy</b>	✓	✓	✓	X
<b>Labels</b>	✓	✓	X	X
<b>Vinyl labels</b>	✓	✓	X	X
<b>Bond</b>	✓	✓	✓	✓
<b>Envelope</b>	✓	✓	X	X
<b>Rough envelope</b>	✓	✓	X	X
<b>Letterhead</b>	✓	✓	✓	✓

Paper type	Standard 550-sheet tray	Multipurpose feeder	Two-sided printing	Automatic document feeder
Preprinted	✓	✓	✓	✓
Colored paper	✓	✓	✓	✓
Light paper	✓	✓	✓	✓
Heavy paper	✓	✓	✓	✓
Rough cotton	✓	✓	✓	X
Custom type	✓	✓	✓	✓

## Paper types supported by the optional trays

Paper type	Optional 550-sheet tray	2 x 550-sheet tray	2000-sheet tandem tray	1500-sheet tray
Plain paper	✓	✓	✓	✓
Card stock	✓	✓	✓	✓
Transparencies	X	X	X	X
Recycled	✓	✓	✓	✓
Glossy	✓	✓	✓	✓
Heavy glossy	✓	✓	✓	✓
Labels	✓	✓	X	X
Vinyl labels	✓	✓	X	X
Bond	✓	✓	✓	✓
Envelope	✓	✓	X	X
Rough envelope	✓	✓	X	X
Letterhead	✓	✓	✓	✓
Preprinted	✓	✓	✓	✓
Colored paper	✓	✓	✓	✓
Light paper	✓	✓	✓	✓
Heavy paper	✓	✓	✓	✓
Rough cotton	✓	✓	✓	✓
Custom type	✓	✓	✓	✓

## Paper types supported by the output bin (with folding paper transport)

Paper type	Folding paper transport + Staple, hole punch finisher		
	Standard bin (Finisher top bin)	Bin 1 (Finisher stapler/punch, offset bin)	Bin 2 (Paper transport bin)
Plain paper	✓	✓	✓
Card stock	✓	✓	✓
Recycled	✓	✓	✓
Glossy	✓	✓	✓
Heavy glossy	✓	✓	✓
Labels	✓	✓	✓
Vinyl labels	✓	✓	✓
Bond	✓	✓	✓
Envelope	X	X	✓
Rough envelope	X	X	✓
Letterhead	✓	✓	✓
Preprinted	✓	✓	✓
Colored paper	✓	✓	✓
Light paper	✓	✓	✓
Heavy paper	✓	✓	✓
Rough cotton	✓	✓	✓
Custom type	✓	✓	✓

Paper type	Folding paper transport + Booklet finisher			
	Standard bin (Finisher top bin)	Bin 1 (Finisher stapler/punch, offset bin)	Bin 2 (Finisher booklet bin)	Bin 3 (Paper transport bin)
Plain paper	✓	✓	✓	✓
Card stock	✓	✓	X	✓
Recycled	✓	✓	✓	✓
Glossy	✓	✓	✓	✓
Heavy glossy	✓	✓	X	✓
Labels	✓	✓	X	✓

Paper type	Folding paper transport + Booklet finisher			
	Standard bin (Finisher top bin)	Bin 1 (Finisher stapler/punch, offset bin)	Bin 2 (Finisher booklet bin)	Bin 3 (Paper transport bin)
Vinyl labels	✓	✓	X	✓
Bond	✓	✓	✓	✓
Envelope	X	X	X	✓
Rough envelope	X	X	X	✓
Letterhead	✓	✓	X	✓
Preprinted	✓	✓	X	✓
Colored paper	✓	✓	✓	✓
Light paper	✓	✓	✓	✓
Heavy paper	✓	✓	X	X
Rough cotton	✓	✓	X	X
Custom type	✓	✓	✓	✓

## Paper types supported by the folding paper transport, offset stacker, staple finisher

Paper type	Folding paper transport only	Offset stacker	Staple finisher
Plain paper	✓	✓	✓
Card stock	✓	✓	✓
Recycled	✓	✓	✓
Glossy	✓	✓	✓
Heavy glossy	✓	✓	✓
Labels	✓	✓	✓
Vinyl labels	✓	✓	✓
Bond	✓	✓	✓
Envelope	✓	✓	✓
Rough envelope	✓	✓	✓
Letterhead	✓	✓	✓
Preprinted	✓	✓	✓

Paper type	Folding paper transport only	Offset stacker	Staple finisher
Colored paper	✓	✓	✓
Light paper	✓	✓	✓
Heavy paper	✓	✓	✓
Rough cotton	✓	✓	✓
Custom type	✓	✓	✓

## Paper types supported by the staple, hole punch finisher and booklet finisher

Paper type	Finisher top bin (Standard bin)			
	Offset	Hole punch	Staple	Fold
Plain paper	✓	✓	X	✓
Card stock	X	✓	X	X
Recycled	X	✓	X	✓
Glossy	X	✓	X	✓
Heavy glossy	X	✓	X	X
Labels	X	X	X	X
Vinyl labels	X	X	X	X
Bond	X	✓	X	✓
Letterhead	X	✓	X	✓
Preprinted	X	✓	X	✓
Colored paper	X	✓	X	✓
Light paper	X	✓	X	✓
Heavy paper	X	✓	X	X
Rough cotton	X	✓	X	X
Custom type	X	✓	X	✓

Paper type	Finisher staple bin (Bin 1)			
	Offset	Hole punch	Staple	Fold
Plain paper	✓	✓	✓	✓
Card stock	✓	X	X	X



Paper type	Finisher staple bin (Bin 1)			
	Offset	Hole punch	Staple	Fold
<b>Recycled</b>	✓	✓	✓	✓
<b>Glossy</b>	✓	✓	✓	✓
<b>Heavy glossy</b>	✓	X	X	X
<b>Labels</b>	✓	X	X	X
<b>Vinyl labels</b>	✓	X	X	X
<b>Bond</b>	✓	✓	✓	✓
<b>Letterhead</b>	✓	✓	✓	✓
<b>Preprinted</b>	✓	✓	✓	✓
<b>Colored paper</b>	✓	✓	✓	✓
<b>Light paper</b>	✓	✓	✓	✓
<b>Heavy paper</b>	✓	X	X	X
<b>Rough cotton</b>	✓	✓	X	X
<b>Custom type</b>	✓	✓	✓	✓

# Stapling

## Stapling using the print driver

For more information on the finisher configurations for stapling jobs, see [Finisher configurations and supported finishing jobs on page 3](#).

For more information on the supported paper sizes for stapling and their loading orientation, see [Paper sizes supported for staple jobs on page 6](#).

For more information on the supported paper type for stapling, see [Supported paper types on page 44](#).

### For Windows users

1. Access the print driver. For more information, see [Accessing the print driver on page 4](#).
2. In the Printing Preferences dialog, click **Paper/Finishing**.
3. In the **Staple** menu, select a setting.
4. Click **OK**, and then click **Print**.

### For Macintosh users

1. Access the print driver. For more information, see [Accessing the print driver on page 4](#).
2. In the dialog that appears, select a printer.
3. In the **Printer Options** menu, choose **Finishing**.
4. Click **Staple Job**, and then choose a setting.
5. Click **OK**, and then click **Print**.

## Stapling using the control panel

For more information on the finisher configurations for stapling jobs, see [Finisher configurations and supported finishing jobs on page 3](#).

For more information on the supported paper sizes for stapling and their loading orientation, see [Paper sizes supported for staple jobs on page 6](#).

For more information on the supported paper type for stapling, see [Supported paper types on page 44](#).

### Stapling copy jobs

1. Load an original document into the ADF tray or on the scanner glass.

**Note:** To avoid a resized image, make sure that the original document and the tray have the same paper size.

2. From the control panel, select **Copy**.

**Note:** To avoid a cropped image, make sure that **Copy From** and **Copy To** have the same paper size setting.

3. Select **More Settings**, and then select **Finishing Options**.
4. Select **Staple**, and then select a setting.

To return to the **Copy** menu, select **Finishing Options** again.

5. Select **Copy**.

### Stapling print jobs

1. From the control panel, select **Print**, and then select the source of the print job.
2. Select the document.
3. Select **More Settings**, and then select **Finishing Options**.
4. Select **Staple**, and then select a setting.

To return to the **Print** menu, select **Finishing Options** again.

5. Select **Print**.

# Hole punching

## Hole punching using the print driver

For more information on the finisher configurations for hole punch jobs, see [Finisher configurations and supported finishing jobs on page 3](#).

For more information on the supported paper sizes for hole punching and their loading orientation, see [Paper sizes supported for punch jobs on page 14](#).

For more information on the supported paper type for hole punching, see [Supported paper types on page 44](#).

### For Windows users

1. Access the print driver. For more information, see [Accessing the print driver on page 4](#).
2. In the Printing Preferences dialog, click **Paper/Finishing**.
3. In the **Hole punch** menu, select a setting.
4. Click **OK**, and then click **Print**.

### For Macintosh users

1. Access the print driver. For more information, see [Accessing the print driver on page 4](#).
2. In the dialog that appears, select a printer.
3. In the **Printer Options** menu, choose **Finishing**.
4. Click **Hole Punch**, and then choose a setting.
5. Click **OK**, and then click **Print**.

## Hole punching using the control panel

For more information on the finisher configurations for hole punch jobs, see [Finisher configurations and supported finishing jobs on page 3](#).

For more information on the supported paper sizes for hole punching and their loading orientation, see [Paper sizes supported for punch jobs on page 14](#).

For more information on the supported paper type for hole punching, see [Supported paper types on page 44](#).

### Hole punching copy jobs

1. Load an original document into the ADF tray or on the scanner glass.

**Note:** To avoid a resized image, make sure that the original document and the tray have the same paper size.

2. From the control panel, select **Copy**.

**Note:** To avoid a cropped image, make sure that **Copy From** and **Copy To** have the same paper size setting.

3. Select **More Settings**, and then select **Finishing Options**.
4. Select **Hole punch**, and then select a setting.

To return to the **Copy** menu, select **Finishing Options** again.

5. Select **Copy**.

### Hole punching print jobs

1. From the control panel, select **Print**, and then select the source of the print job.
2. Select the document.
3. Select **More Settings**, and then select **Finishing Options**.
4. Select **Hole punch**, and then select a setting.

To return to the **Print** menu, select **Finishing Options** again.

5. Select **Print**.

# Offset stacking

## Offset stacking using the print driver

For more information on the finisher configurations for offset stacking jobs, see [Finisher configurations and supported finishing jobs on page 3](#).

For more information on the supported paper sizes for offset stacking and their loading orientation, see [Paper sizes supported for offset stacking jobs on page 20](#).

For more information on the supported paper type for offset stacking, see [Supported paper types on page 44](#).

### For Windows users

1. Access the print driver. For more information, see [Accessing the print driver on page 4](#).
2. In the Printing Preferences dialog, click **Paper/Finishing**.
3. In the **Offset** menu, select a setting
4. Click **OK**, and then click **Print**.

### For Macintosh users

1. Access the print driver. For more information, see [Accessing the print driver on page 4](#).
2. In the dialog that appears, choose a printer.
3. In the **Printer Options** menu, and then choose **Finishing**.
4. Click **Offset Pages**, and then choose a setting.
5. Click **OK**, and then click **Print**.

## Offset stacking using the control panel

For more information on the finisher configurations for offset stacking jobs, see [Finisher configurations and supported finishing jobs on page 3](#).

For more information on the supported paper sizes for offset stacking and their loading orientation, see [Paper sizes supported for offset stacking jobs on page 20](#).

For more information on the supported paper type for offset stacking, see [Supported paper types on page 44](#).

### Offset stacking copy jobs

1. Load an original document into the ADF tray or on the scanner glass.

**Note:** To avoid a resized image, make sure that the original document and the tray have the same paper size.

2. From the control panel, select **Copy**.

**Note:** To avoid a cropped image, make sure that **Copy From** and **Copy To** have the same paper size setting.

3. Select **More Settings**, and then select **Offset Pages**.
4. Enable the **Offset Pages** menu, and then select a setting.

To return to the **Copy** menu, select **Offset Pages** again.

5. Select **Copy**.

### Offset stacking print jobs

1. From the control panel, select **Print**, and then select the source of the print job.
2. Select the document.
3. Select **More Settings**, and then select **Offset Pages**.
4. Enable the **Offset Pages** menu, and then select a setting.

To return to the **Print** menu, select **Offset Pages** again.

5. Select **Print**.

# Folding

## Creating a C-fold using the print driver

For more information on the finisher configurations for booklet jobs, see [Finisher configurations and supported finishing jobs on page 3](#).

Before creating a fold, make sure that:

- The paper is loaded with the short edge toward the right side of the tray.
- The paper size or paper type is supported by the finisher configuration. For more information, see [Paper sizes supported for fold jobs on page 29](#) or [Supported paper types on page 44](#).

## For Windows users

1. Access the print driver. For more information, see [Accessing the print driver on page 4](#).
2. In the **Copies** menu, enable **Reverse page order**.
3. In the **Page Orientation** menu, enable **Rotate 180°**.
4. In the **Print on Both Sides (Duplex)** menu, select **Print on Both Sides**, and then select **Short edge**.
5. Click **Paper/Finishing**.
6. In the **Fold** menu, select either of the following:
  - **C-fold**—Folds each page separately.
  - **C-fold Multiple**—Folds all pages together.
7. If printing using Adobe Acrobat, to prevent the C-fold from being printed inside out, click **Other Options** › **Generate Postscript emulation in driver**.
8. Click **OK**, and then click **Print**.

## For Macintosh users

1. Access the print driver. For more information, see [Accessing the print driver on page 4](#).
2. In the dialog that appears, select a printer.
3. In the **Double-sided** menu, choose **On (Short Edge)**.
4. Do either of the following:
  - If printing using Adobe Acrobat, click **Layout**, and then enable **Reverse Page Orientation**.
  - If printing using an application other than Adobe Acrobat, then in the **Orientation** menu, choose **Landscape**.
5. Click **Paper Handling**, and then choose **Sheet Order** › **Reverse**.
6. Click **Printer Options**, choose **Finishing** › **Fold**, and then choose either of the following:
  - **Trifold (C-Type) Individual Pages**—Folds each page separately.
  - **C-Fold Multiple**—Folds all pages together.
7. Do either of the following:



- If printing using an application other than Adobe Acrobat, click **OK**, and then click **Print**.
- If printing using Adobe Acrobat, do the following:
  1. Click **OK**, and then click **Print** to return to the Adobe print dialog.
  2. Click **Print**.

## Creating a C-fold using the control panel

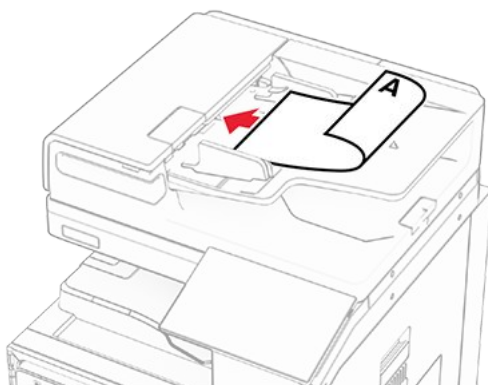
For more information on the finisher configurations for booklet jobs, see [Finisher configurations and supported finishing jobs on page 3](#).

Before creating a fold, make sure that:

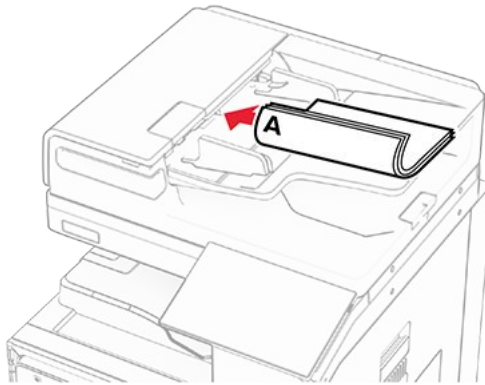
- The paper is loaded with the short edge toward the right side of the tray.
  - The paper size or paper type is supported by the finisher configuration. For more information, see [Paper sizes supported for fold jobs on page 29](#) or [Supported paper types on page 44](#).
1. Load an original document into the ADF tray facedown short-edge first.

For a document in landscape orientation, do either of the following:

- If using the **C-Fold** option, then place the top of the page toward the rear of the printer.

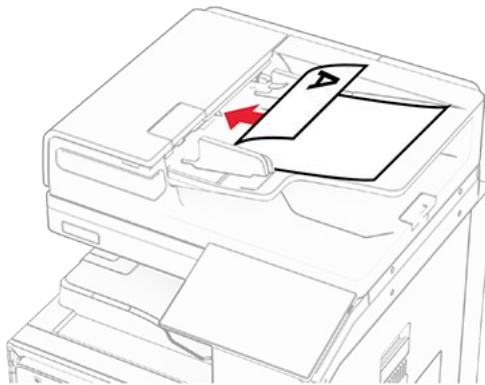


- If using the **C-Fold Multiple** option, then place the top of the page toward the front of the printer.

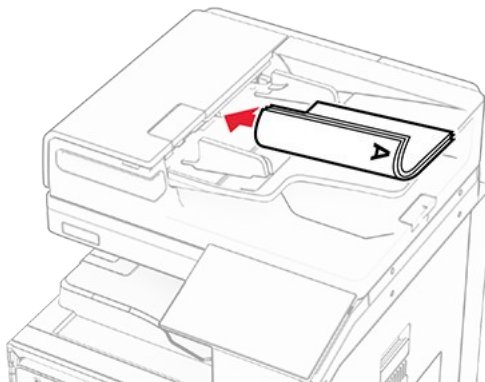


For a document in portrait orientation, do either of the following:

- If using the **C-Fold** option, then place the top of the page toward the left side of the printer.



- If using the **C-Fold Multiple** option, then place the top of the page toward the right side of the printer.



**Note:** To avoid a resized image, make sure that the original document and tray have the same paper size.

2. From the control panel, select **Copy**.

**Note:** To avoid a cropped image, make sure that **Copy From** and **Copy To** have the same paper size setting.

3. Depending on the firmware version, do either of the following:
  - Select **Sides › 2 sided to 2 sided**. To return to the **Copy** menu, select **Sides** again. Select **More Settings** for further configurations.
  - Select **More Settings**, and then select **Sides › 2 sided to 2 sided**. To return to the **Copy** menu, select **Sides** again.
4. Select **Finishing Options › Fold**, and then select either of the following:
  - **C-Fold**—Folds each page separately.
  - **C-Fold Multiple**—Folds all pages together.To return to the **Copy** menu, select **Finishing Options** again.
5. Select **Copy**.

## Creating a Z-fold and Z-fold half sheet using the print driver

For more information on the finisher configurations for booklet jobs, see [Finisher configurations and supported finishing jobs on page 3](#).

Before creating a fold, make sure that:

- The paper is loaded with the short edge toward the right side of the tray.
- The paper size or paper type is supported by the finisher configuration. For more information, see [Paper sizes supported for fold jobs on page 29](#) or [Supported paper types on page 44](#).

### For Windows users

1. Access the print driver. For more information, see [Accessing the print driver on page 4](#).
2. In the **Page Orientation** menu, select **Rotate 180°**.
3. Click **Paper/Finishing**.
4. In the **Fold** menu, select any of the following:
  - **Z-fold**—Folds each page separately.
  - **Z-fold Half Sheet**—Folds each page separately.
  - **Z-fold Multiple**—Folds all pages together.
5. Click **OK**, and then click **Print**.

### For Macintosh users

1. Access the print driver. For more information, see [Accessing the print driver on page 4](#).
2. In the dialog that appears, select a printer.
3. In the **Orientation** menu, choose **Portrait**.
4. Click **Layout**, and then choose **Reverse Page Orientation**.

5. Depending on the type of fold that you want to create, do either of the following:
  - For Z-fold, click **Printer Options**, choose **Finishing** › **Fold**, and then choose either of the following:
    - **Trifold (Z-Type) Individual Pages**—Folds each page separately.
    - **Z-fold Multiple**—Folds all pages together.
  - For Z-fold half sheet, click **Printer Options**, and then choose **Finishing** › **Fold** › **Z-fold Individual Pages**.
6. Click **OK**, and then click **Print**.

## Creating a Z-fold and Z-fold half sheet using the control panel

For more information on the finisher configurations for booklet jobs, see [Finisher configurations and supported finishing jobs on page 3](#).

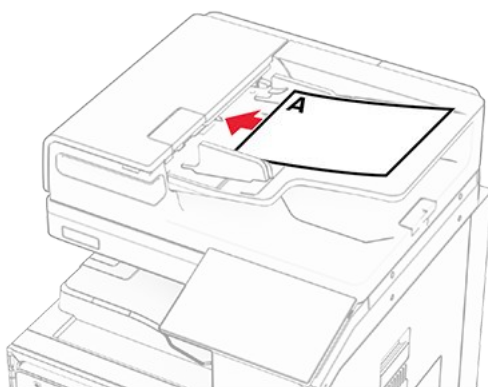
Before creating a fold, make sure that:

- The paper is loaded with the short edge toward the right side of the tray.
- The paper size or paper type is supported by the finisher configuration. For more information, see [Paper sizes supported for fold jobs on page 29](#) or [Supported paper types on page 44](#).

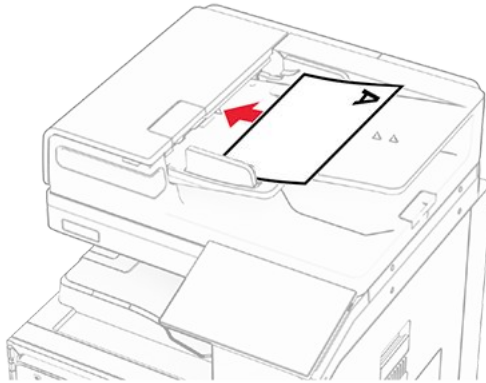
1. Load an original document into the ADF tray faceup.

For a document in landscape orientation, do either of the following:

- If loading short-edge first, then place the top of the page toward rear of the printer.

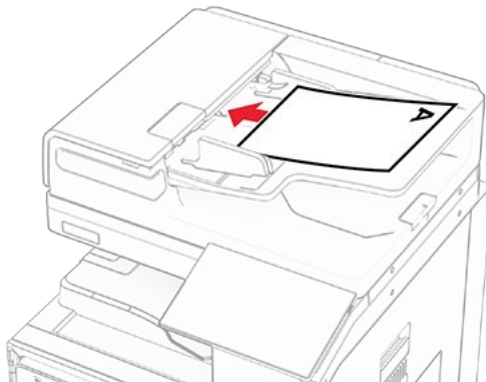


- If loading long-edge first, then place the top of the page toward the right side of the printer.

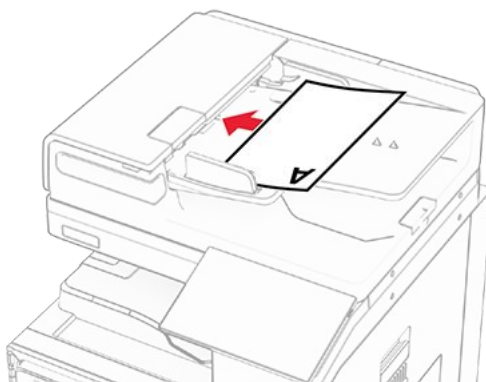


For a document in portrait orientation, do either of the following:

- If loading short-edge first, then place the top of the page toward the right side of the printer.



- If loading long-edge first, then place the top of the page toward the front of the printer.



**Note:** To avoid a resized image, make sure that the original document and tray have the same paper size.

2. From the control panel, select **Copy**.

**Note:** To avoid a cropped image, make sure that **Copy From** and **Copy To** have the same paper size setting.

3. Select **More Settings**, and then select **Finishing Options**.
4. Select **Fold**, and then select either of the following:
  - **Z-Fold**—Folds each page separately.
  - **Z-Fold Multiple**—Folds all pages together.
  - **Z-Fold Half Sheet**—Folds each page separately.To return to the **Copy** menu, select **Finishing Options** again.
5. Select **Copy**.

# Creating a booklet

## Creating a booklet using the print driver

For more information on the finisher configurations for booklet jobs, see [Finisher configurations and supported finishing jobs on page 3](#).

Before creating a booklet, make sure that:

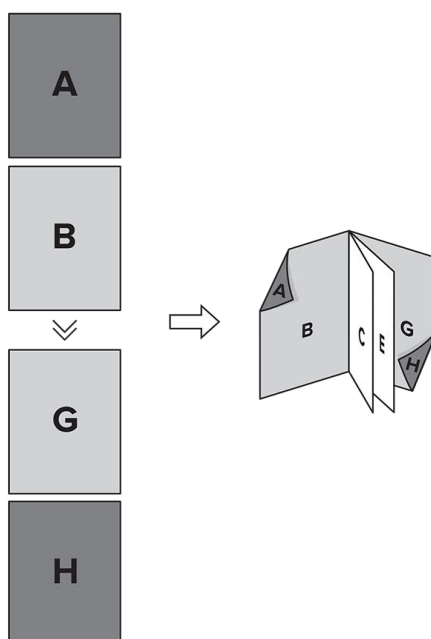
- The paper is loaded with the short edge toward the right side of the tray.
- The paper size or paper type is supported by the finisher configuration. For more information, see [Paper sizes supported for fold jobs on page 29](#) or [Supported paper types on page 44](#).

If you want to add a cover page, then make sure that:

- The paper for the cover page and the interior pages are loaded in different trays.
- The correct paper type is set for each tray.

## For Windows users

### Creating a booklet format



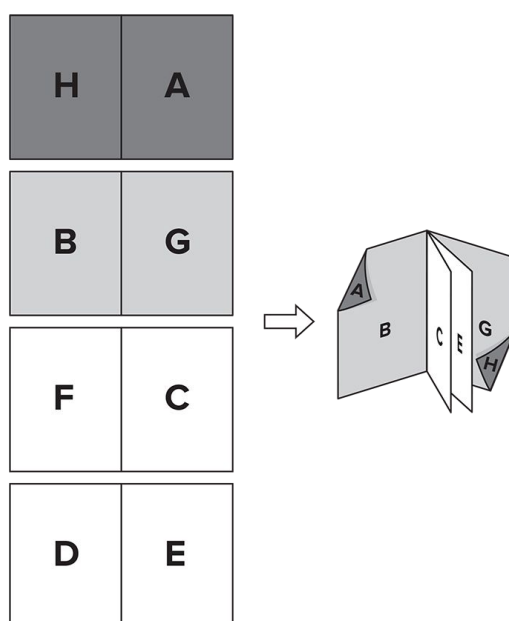
1. Access the print driver. For more information, see [Accessing the print driver on page 4](#).
2. In the **Page Orientation** menu, select **Portrait**.
3. In the **Page Layouts** menu, select **Booklet**.
4. To add a cover page, click **Edit Settings**, and then configure the following:
  - **Create a booklet cover**
  - **Paper source/tray**
5. Click **Paper/Finishing**, and then configure the following:

## Creating a booklet

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- **Paper Size**—The dimensions of the paper for printing the pages.
  - **Paper source/tray**—The input device that holds paper for printing the pages.
  - **Fold**
    - **V-Fold Multiple**—All pages folded into one booklet without a staple.
    - **V-Fold Multiple and Center Staple**—All pages folded and stapled into one booklet.
    - **V-Fold**—Each page folded into separate booklets without a staple.
6. If printing using Adobe Acrobat, to prevent the booklet from being printed inside out, click **Other Options > Generate Postscript emulation in driver**.
  7. To print the document, do either of the following:
    - For documents made in Adobe Acrobat, Word, or PowerPoint, click **OK**, and then click **Print**.
    - For documents made in a web browser, click **OK > Apply > Print**.

## Creating a booklet spread



1. Access the print driver. For more information, see [Accessing the print driver on page 4](#).
2. In the **Copies** menu, select **Reverse page order**.
3. In the **Print on Both Sides (Duplex)** menu, select **Print on Both Sides**, and then select **Short edge**.
4. In the **Page Layouts** menu, select **Normal**.
5. Click **Paper/Finishing**, and then configure the following:
  - **Paper Size**—The dimensions of the paper for printing the pages.
  - **Paper source/tray**—The input device that holds paper for printing the pages.
  - **Fold**
    - **V-Fold Multiple**—All pages folded into one booklet without a staple.
    - **V-Fold Multiple and Center Staple**—All pages folded and stapled into one booklet.
    - **V-Fold**—Each page folded into separate booklets without a staple.
6. To add a cover page, do the following:



- a. Select **Use multiple input options**, and then click **Edit Settings**.
- b. Double-click **First page** or **Last page**, and then select **Use different paper tray and type**.

To use both, double-click the unselected option, and then select **Use different paper tray and type**.

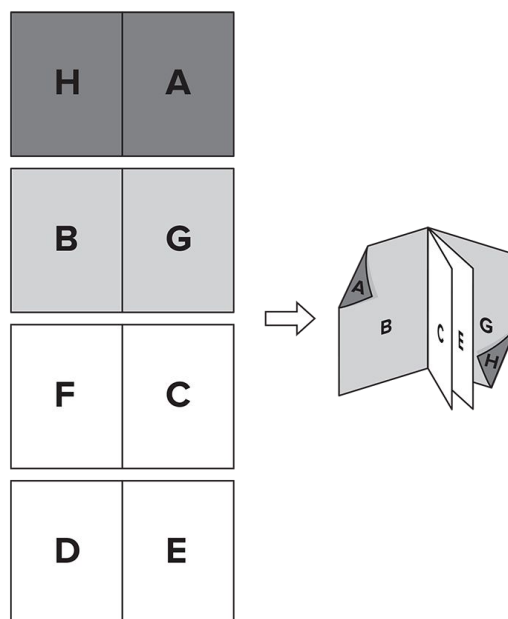
- c. Configure the following:
  - **Paper source/tray**
  - **Paper type**
- d. Click **OK**.
7. If printing using Adobe Acrobat, to prevent the booklet from being printed inside out, click **Other Options** › **Generate Postscript emulation in driver**.
8. To print the document, do either of the following:
  - For documents made in Adobe Acrobat, Word, or PowerPoint, click **OK**, and then click **Print**.
  - For documents made in a web browser, click **OK** › **Apply** › **Print**.

## For Macintosh users

### Notes

- The booklet format is not supported in Macintosh.
- Adding a separate cover page is not supported in Macintosh.

## Creating a booklet spread



1. Access the print driver. For more information, see [Accessing the print driver on page 4](#).
2. In the dialog that appears, select a printer.
3. In the **Double-sided** menu, choose **On (Short Edge)**.

4. If printing using Adobe Acrobat, do the following:
  - a. Choose the size of your document.
  - b. Click **Paper Handling**, and then choose **Sheet Order › Reverse**.
5. Click **Printer Options**, choose **Finishing › Fold**, and then choose any of the following:
  - **Fold and Staple**
  - **Fold**
  - **Fold Each Sheet Individually**
6. If printing using an application other than Adobe Acrobat, click **OK**, and then click **Print**.

If printing using an Adobe Acrobat, do the following:

- a. Click **OK**, and then click **Print** to return to the Adobe print dialog.
- b. In the **Pages to Print** menu, click **More Options**, and then choose **Reverse pages**.
- c. Click **Page Setup** and then choose the size of your document.
- d. Click **OK**, and then click **Print**.

## Creating a booklet using the control panel

For more information on the finisher configurations for booklet jobs, see [Finisher configurations and supported finishing jobs on page 3](#).

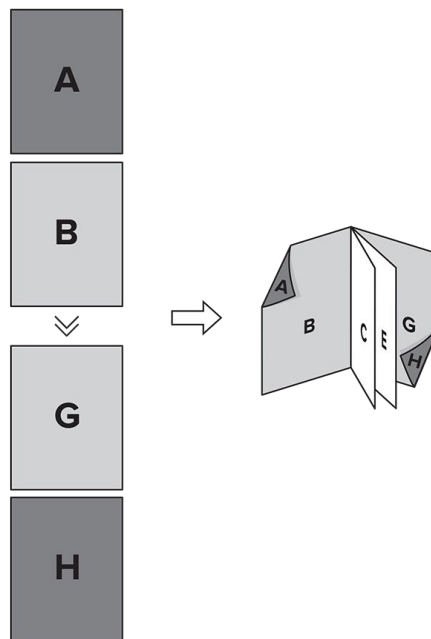
Before creating a booklet, make sure that:

- The paper is loaded with the short edge toward the right side of the tray.
- The paper size or paper type is supported by the finisher configuration. For more information, see [Paper sizes supported for fold jobs on page 29](#) or [Supported paper types on page 44](#).

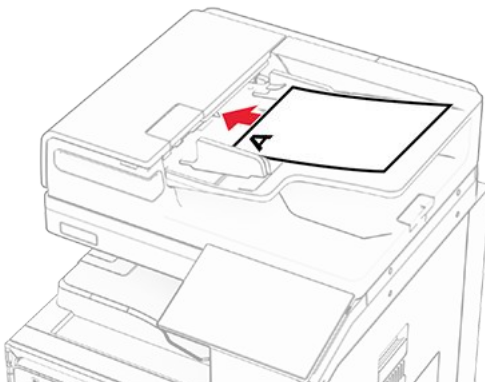
If you want to add a cover page, then make sure that:

- The paper for the cover page and the interior pages are loaded in different trays.
- The correct paper type is set for each tray.

### Creating a booklet format



1. Load an original document into the ADF tray faceup short-edge first with the top of the page toward the left side of the printer.



**Note:** To avoid a resized image, make sure that the original document and tray have the same paper size.

2. From the control panel, select **Copy**.
3. In the **Copy To** menu, select the tray that you want to print the booklet pages on.

**Note:** To avoid a cropped image, make sure that **Copy From** and **Copy To** have the same paper size setting.

4. Select **More Settings**, and then select **Create Booklet**.
5. Enable **Booklet Mode**, and then in the **Mode** menu, select **2 sided to booklet**.
6. Enable **Booklet Finishing**, and then in the **Finishing** menu, select either of the following:
  - **Staple and Fold**
  - **Fold without stapling**

7. To add a cover page, do the following:

- a. Enable **Cover Page Setup**.
- b. Select **Cover Page**, and then select **Front to Back**.
- c. Select **Source**, and then select the tray containing the paper for the cover page.
- d. In the **Front Cover** menu, select configure the following:

- **Front Cover**
- **Back Cover**

To print a cover page on all four sides, clear **Do not print on cover**, and then select all of the following:

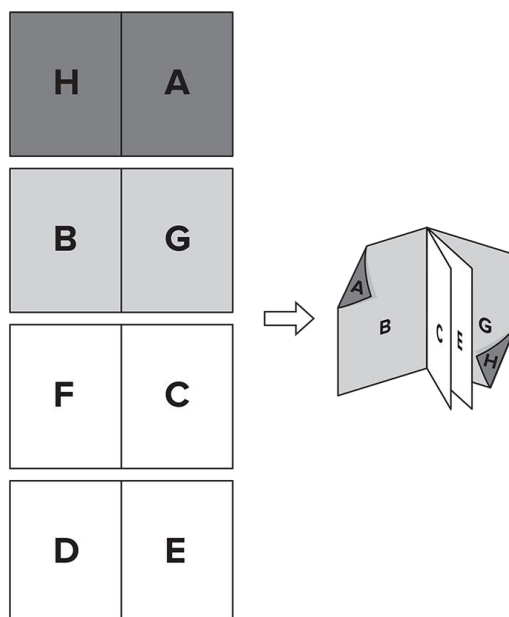
- **Print outside of front cover**
- **Print inside of front cover**
- **Print outside of back cover**
- **Print inside of back cover**

To return to the **Copy** menu, select **Cover Page Setup** again.

8. Select **Copy**.

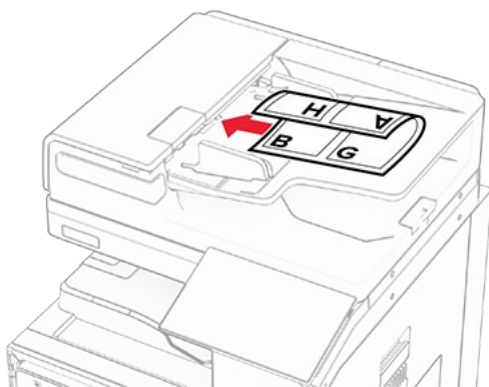
## Creating a booklet spread

**Note:** Adding a separate cover page is not supported in this format.

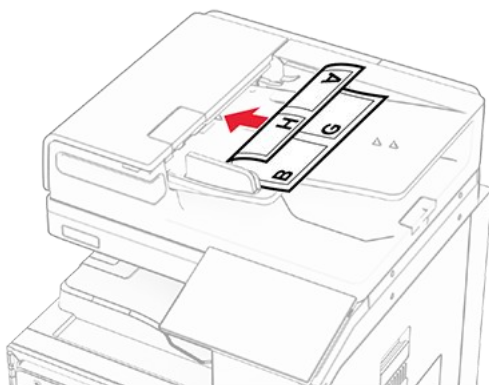


1. Load an original document into the ADF tray facedown with the last page on top.

If loading short-edge first, then place the top of the page toward the rear of the printer.



If loading long-edge first, then place the top of the page toward the left side of the printer.



**Note:** To avoid a resized image, make sure that the original document and tray have the same paper size.

2. From the control panel, select **Copy**.
3. In the **Copy To** menu, select the tray that you want to print the booklet pages on.

**Note:** To avoid a cropped image, make sure that **Copy From** and **Copy To** have the same paper size setting.

4. Depending on the firmware version, do either of the following:
    - Select **Sides › 2 sided to 2 sided**. To return to the **Copy** menu, select **Sides** again. Select **More Settings** for further configurations.
    - Select **More Settings**, and then select **Sides › 2 sided to 2 sided**. To return to the **Copy** menu, select **Sides** again.
  5. Select **Create Booklet**.
  6. Enable **Booklet Finishing**, and then in the **Finishing** menu, select either of the following:
    - **Staple and fold**
    - **Fold without stapling**
- To return to the **Copy** menu, select **Create Booklet** again.

7. Select **Copy**.

## Appendix A: Definition of terms

- **Automatic document feeder (ADF)**—An input device that lets you feed multiple pages at one time without having to place each individual page on the scanner.
- **Booklet format**—A file format where document page is printed directly onto one page of the finished booklet without rearranging the pages.
- **Booklet spread**—A file format where two document pages are printed on adjacent pages of the booklet, appearing side by side on the finished booklet.
- **Long-edge feed**—The direction of loading paper where the longest edge is fed into the printer first. This feed direction is also called the portrait orientation.



- **Offset stacking mode**—A setting in the printer that lets you separate print jobs or multiple copies of your document.
- **Print driver**—Software routine that converts the printing request of an application into the language the printer understands.
- **Resized image**—An image that has been changed in size but keeps the same shape and height to width ratio.
- **Short-edge feed**—The direction of loading paper where the shortest edge is fed into the printer first. This feed direction is also called the landscape orientation.



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March 2025

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