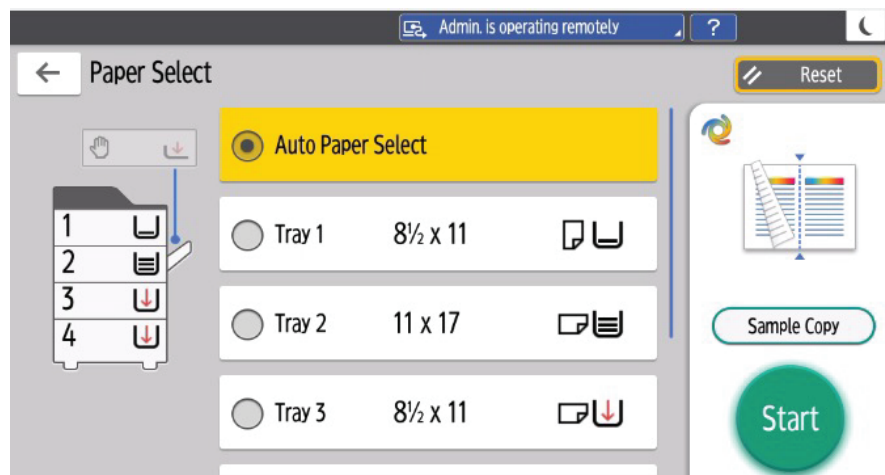
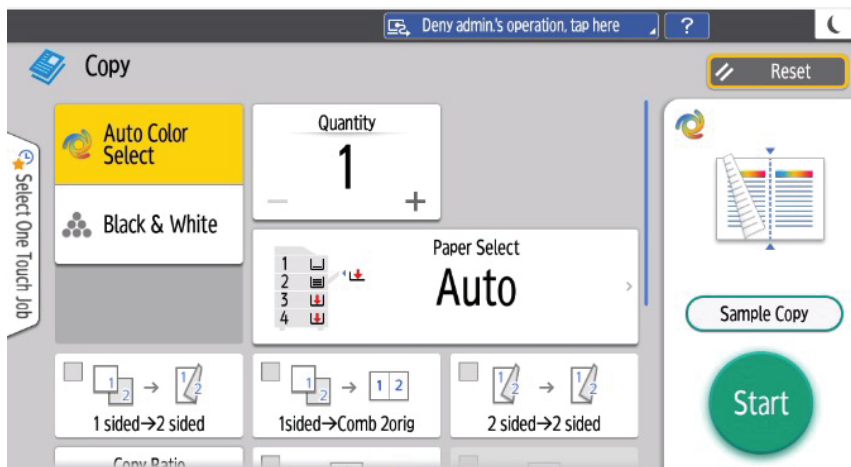


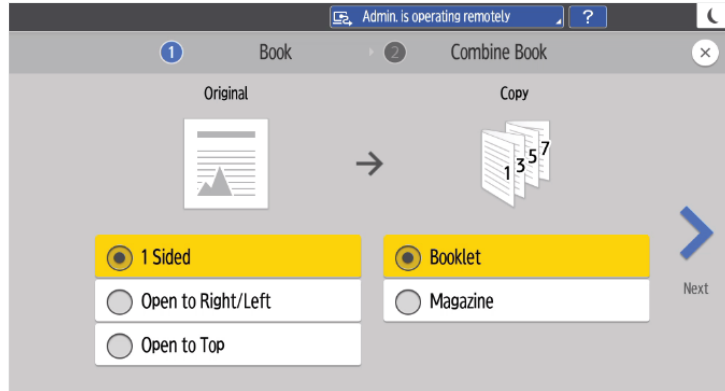
## RICOH PRODUCT QUICK GUIDE

### CREATING A BOOKLET FROM THE MFP

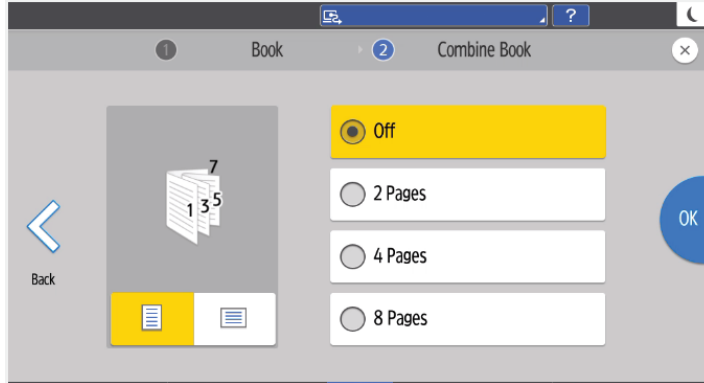
1. Select Copy
2. Select Paper Select
3. Select the tray that has 11x17



4. Select the Back arrow
5. Select 2-Sided Combine at the bottom of the page



6. Select Book
7. Select if the originals you are using are single sided or double sided (open right to left)
8. Select Magazine
9. Select Next
  - a. Combine should be turned off



10. Select OK
11. Select the back arrow
12. Select Finishing (Also at the bottom of the page)



13. Select Staple
14. Select Center
15. Select Back Arrow
16. Select Start

