

TRAINING EXERCISE

CUSTOMIZING HOME SCREEN WITH SHORT CUT ICON: CREATING STAPLED BOOKLETS

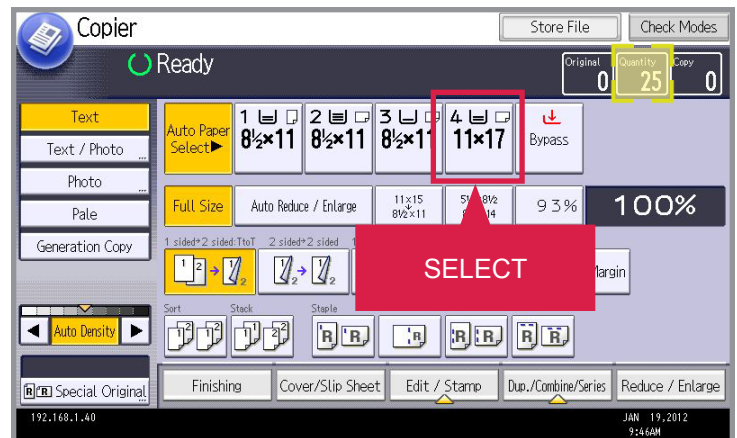
STEP 1:

Select the Copier icon. Note: If you are not already on the home screen, Select the Home button on the Control Panel.



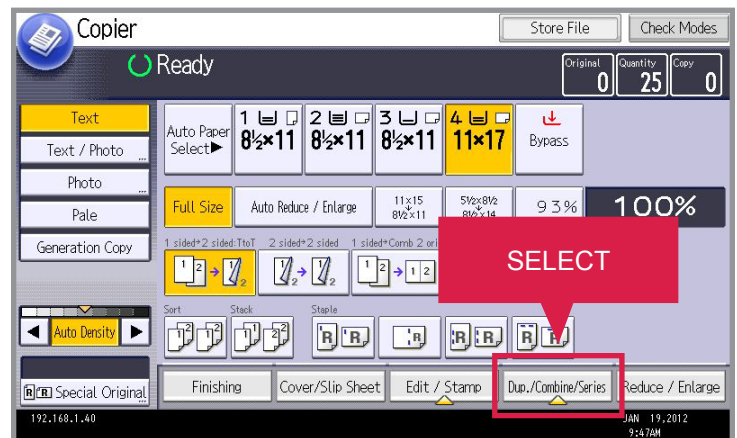
STEP 2:

- Enter the number of Booklets you want to create. (For demonstration purposes, the number 25 has already been added.)
- You will now choose the Paper Size. Select 11 x 17.



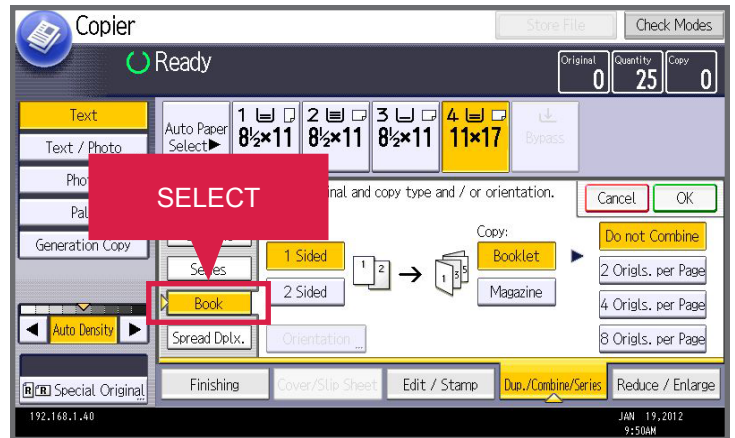
STEP 3:

Select Dup./Combine/Series.

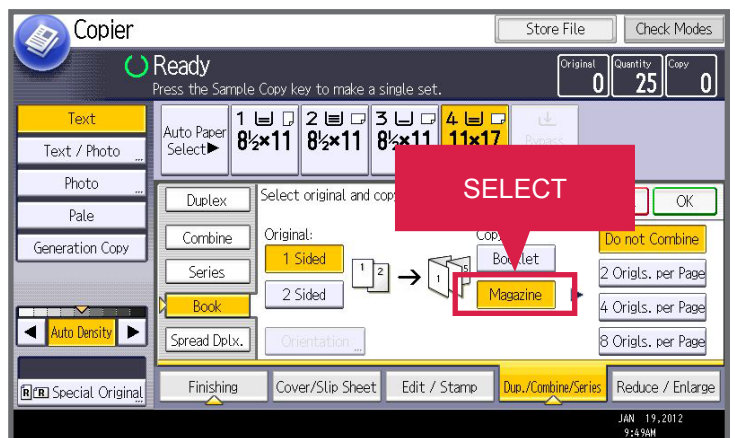


CUSTOMIZING HOME SCREEN WITH SHORT CUT ICON: CREATING STAPLED BOOKLETS

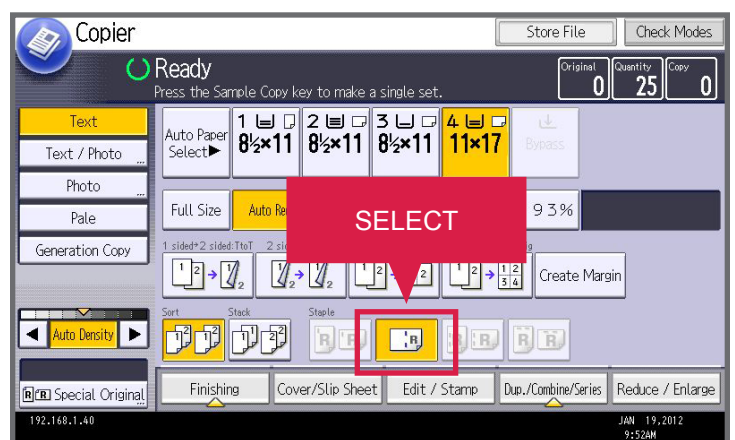
STEP 4:
Select Book.



STEP 5:
Select Magazine.



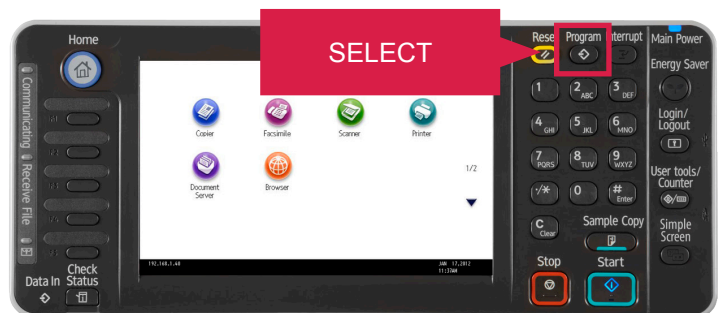
STEP 6:
Select the Staple icon.



CUSTOMIZING HOME SCREEN WITH SHORT CUT ICON: CREATING STAPLED BOOKLETS

STEP 7:

Select the Program button on the Control Panel.



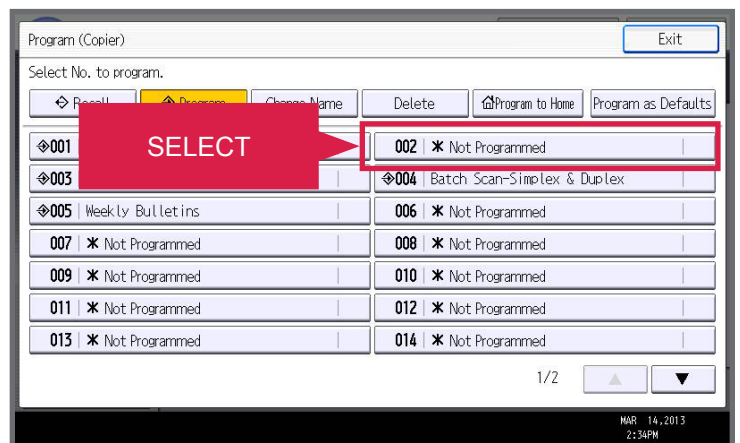
STEP 8:

Select Program.



STEP 9:

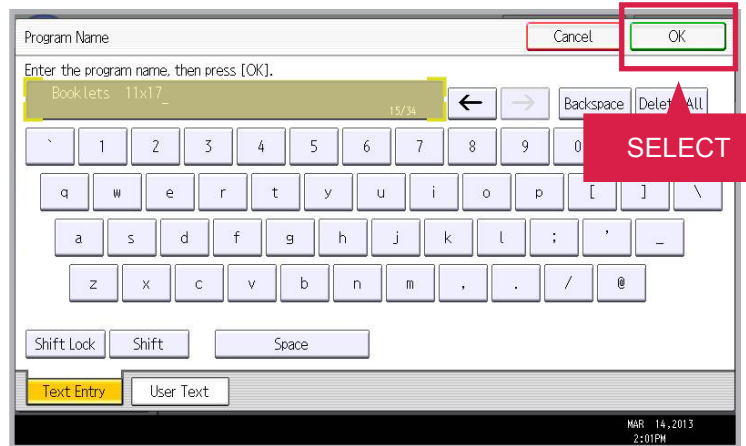
You will now begin the process of naming your short cut icon. Select a "Not Programmed" button.



CUSTOMIZING HOME SCREEN WITH SHORT CUT ICON: CREATING STAPLED BOOKLETS

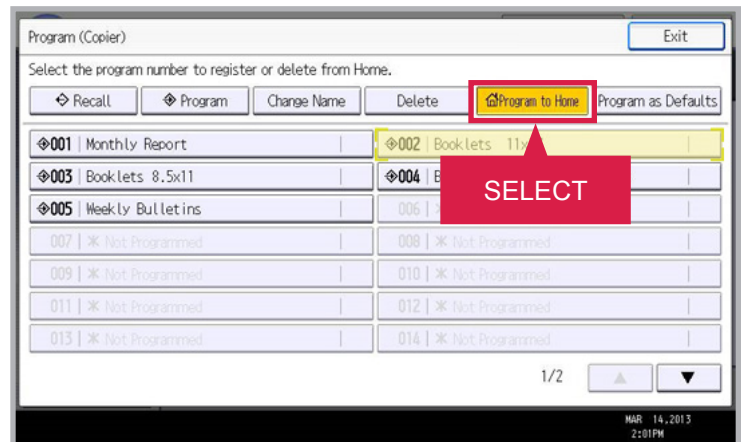
STEP 10:

Type the name of your icon. Select OK. For demonstration purposes, Booklets 11x17 has already been entered.



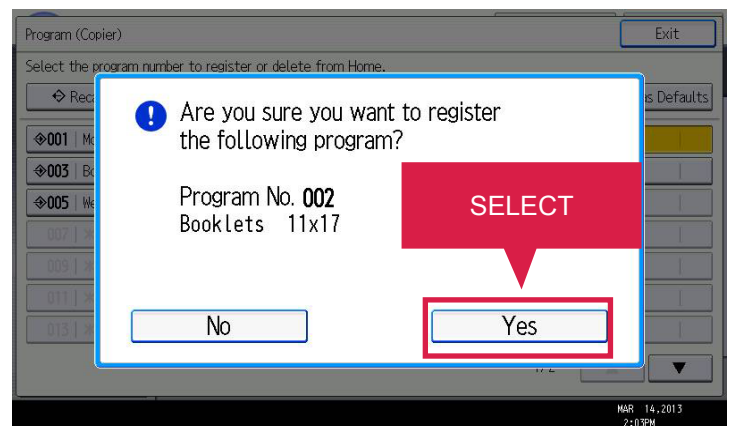
STEP 11:

The name of your short cut icon now appears in the program list. Select Program to Home.



STEP 12:

A screen appears asking if you are sure you want to register the program to the Home screen. Select Yes.

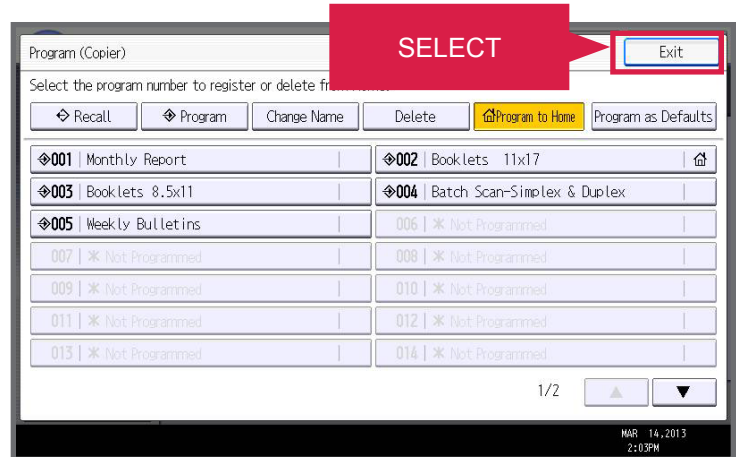


CUSTOMIZING HOME SCREEN WITH SHORT CUT ICON: CREATING STAPLED BOOKLETS

STEP 13:

Notice that the Home icon appears next to the Booklets 11x17 program. Select Exit to return to the Copier main screen.

Note: To see the short cut icon you created, Select the Home button on the Control Panel.



STEP 14:

You have now completed customizing your home screen.

JOB TASK COMPLETE.

