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.
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.
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.