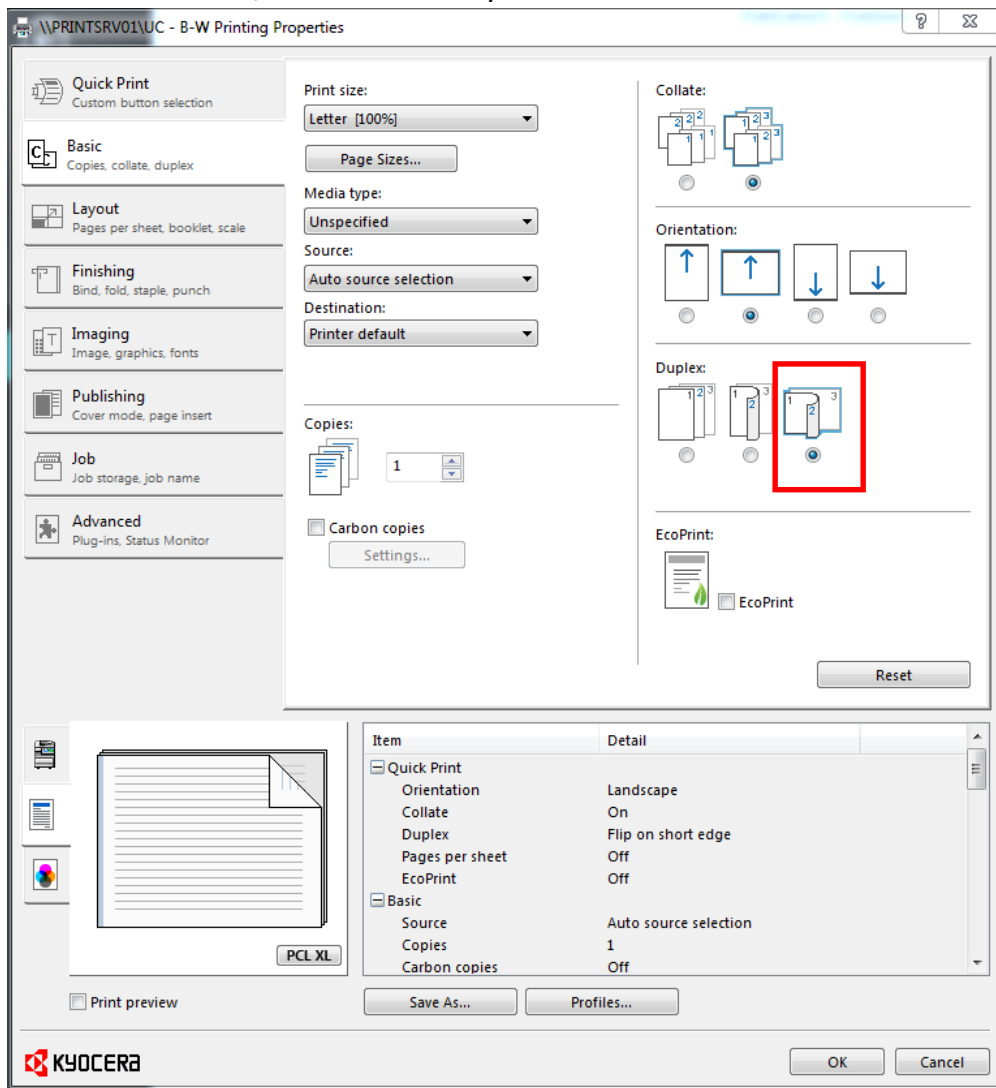


## How-To for tri-fold on Kyocera copier:

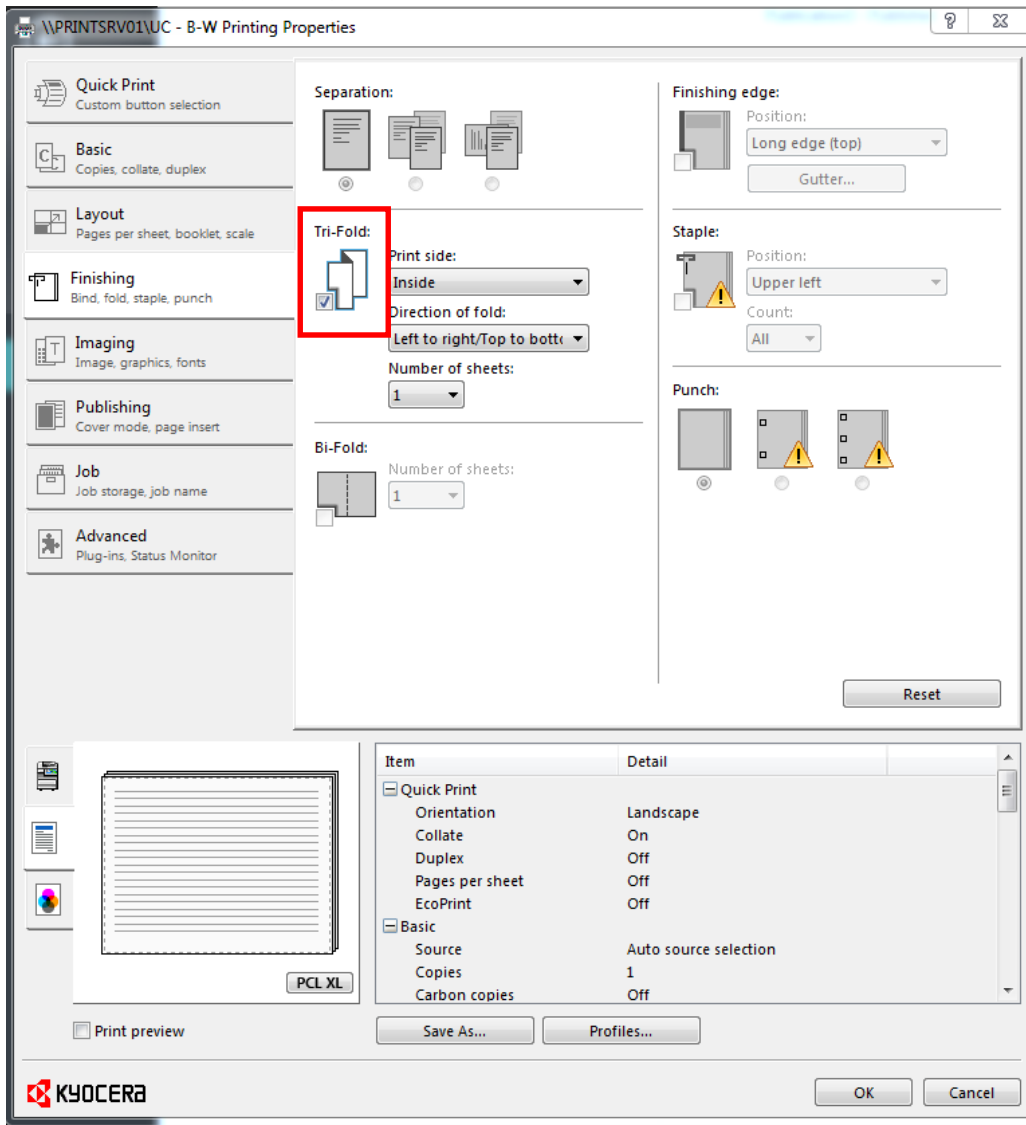
- 1) Assuming your document is in Microsoft Publisher, ensure you are using a template/document in the brochure format for tri-fold:



- 2) Go to File → Print
- 3) Choose the black and white or color queue. Then select “Printer Properties”
- 4) On the Basic tab, choose the duplex below marked in red:



5) On the Finishing tab, place a check in the box under Tri-Fold:



6) Click OK and send your job to the queue.

7) At the printer, the paper MUST BE:

- In the MP/bypass tray (on the right hand side)
- Inserted landscape into the tray (see below)

