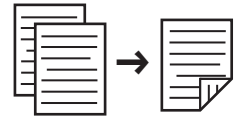


Copying Double Sided on the B/W Copier

Step 1

Determine the kind of copies you need to make.

- Do you need to scale (shrink or enlarge) your originals to fit on your pages? If no, go to **Step 1-b**. If yes, go to **Step 2**.
- Are your originals different sizes from each other, or are some single-sided while others are double-sided? If no, go to **Step 1-c**. If yes, go to **Step 2**.
- Are your originals in a bound book? If no, go to **Step 1-d**. If yes, go to **Step 5**.
- If all the originals are the same size...
 - Are the originals single-sided? If so, go to **Step 3**.
 - Are the originals double-sided? If so, go to **Step 4**.



Step 2

Making double-sided copies from variously-sized originals.

- After you insert your copy card, select the **Two-sided** menu.
- In the Two-sided menu, select **1►2-Sided**, even if some of your originals are double-sided.
- If your originals must be scaled, select **Copy Ratio** and enter the degree to which you want to enlarge or shrink your copies.
- Place your first original face-down on the glass and press **Start**. A dialogue box will appear on the monitor, tracking the number of sheets to be made times the number of copies. (You can change the number of copies at any time by typing the number desired on the numeric keypad.)
- Place each subsequent page face-down on the glass and press **Start** for each one until all originals have been scanned. If you have double-sided originals, be sure to flip each one over and scan the reverse side before proceeding to the next sheet.
- In the dialogue box on the screen, touch **Done**.



Step 3

Making double-sided copies from single-sided originals.

- After you insert your copy card, select the **Two-sided** menu.
- In the Two-sided menu, select **1►2-Sided**.
- Place your originals in sequential order face-up in the **Document Feeder Tray** on top of the copier.
- Enter the number of copies you wish to make using the numeric keypad.
- Press **Start**.



Step 4

Making double-sided copies from double-sided originals.

- After you insert your copy card, select the **Two-sided** menu.
- In the Two-sided menu, select **2►2-Sided**.
- Place your originals in sequential order face-up in the **Document Feeder Tray** on top of the copier.
- Enter the number of copies you wish to make using the numeric keypad.
- Press **Start**.



Step 5

Making double-sided copies from a bound book.

- After you insert your copy card, select the **Two-sided** menu.
- In the Two-sided menu, select **Book►2-Sided** and touch **Next**.
- If the left-hand page is the first in the set you will copy, touch **Left/Right 2-Sided**. If the right-hand page is the first, touch **Front/Back 2-Sided**.
- Place the book face-down on the glass, with the top of the pages away from you and press **Start**.
- When the machine queries you about the size of the original, choose the size closest to the dimensions of the entire open book on the glass, not just a page of the book. Make sure the size you choose is the same size as the open book or larger, to ensure the entire page is copied.
- Press **Start** again. A dialogue box will appear on the monitor, tracking the number of sheets to be made times the number of copies. (You can change the number of copies at any time by typing the number desired on the numeric keypad.)
- Turn the page of your book and press **Start** again. Repeat until all the pages you want to copy have been scanned.
- In the dialogue box on the screen, touch **Done**.