

Booklet

The Booklet copying option allows you to copy sheet originals and produce booklets such as small brochures or pamphlets. A booklet, such as a magazine, is made by folding at the center.

You can copy the cover page onto colored paper or thick paper. Paper for the cover is supplied from the multi purpose tray. To feed the cover paper from the cassette, refer to *Paper Source for Cover on page 9-11*.

NOTE: Using the optional 4,000 sheet document finisher and the folding unit enables you to saddle stitch your copies (fold them in two with staples in the center). This is limited to the A3, B4, A4-R, Ledger, Legal, Letter-R, 8K.

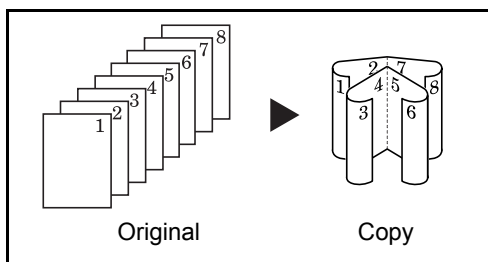
The supported original and paper sizes are as follows.

Type of Original	Original Size	Paper Size
One-sided original, Two-sided original*	All**	A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, Ledger, Legal, Letter and Letter-R
Book original	A3, B4, A4-R, B5-R, A5-R, Ledger, Letter-R and 8K	A4, A4-R, B5, B5-R, Letter, Letter-R, 16K and 16K-R

* The optional document processor is required.

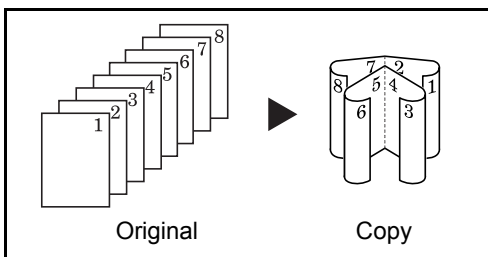
** Except for custom sized originals.

For binding on the left side



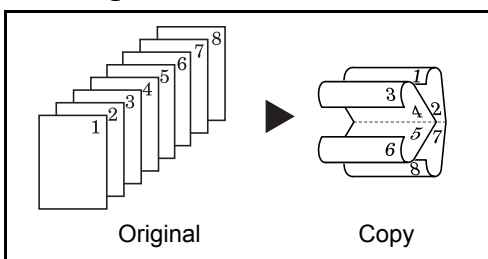
The folded copies can be read from left to right.

For binding on the right side



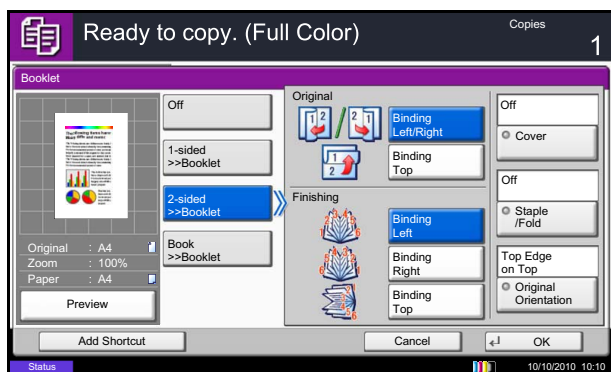
The folded copies can be read from right to left.

For top binding



The folded copies can be read from top to bottom.

The procedure for using Booklet copying is explained below.



- 1 Press the **Copy** key.
- 2 Place the originals on the platen.
- 3 Press [Layout/Edit] and then [Booklet].
- 4 Press [1-sided>>Booklet] to produce a booklet from single-sided originals.

Press [2-sided>>Booklet] to produce a booklet from two-sided originals.

Press [Book>>Booklet] to produce a booklet from an open book original.

- 5 If you selected [2-sided>>Booklet] or [Book>>Booklet], choose the binding orientation in Finishing.

If you selected [1-sided>>Booklet], choose the binding orientation in Finishing.

- 6 If you choose [1-sided>>Booklet], [2-sided>>Booklet], or [Book>>Booklet] you can add the cover. Press [Cover], select [Cover] and press [OK].
- 7 Press [Original Orientation] to choose the orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].
- 8 If the optional 4,000 sheet document finisher and folding unit are installed, the [Staple/Fold] option is displayed.
 - To fold finished copies in half, press [Staple/Fold] and then press [Fold Only].
 - To use saddle stitching, press [Staple/Fold] and then press [Saddle Stitch].

NOTE: The number of sheets that can be folded or Saddle Stitch stapled varies by paper weight. For details, refer to *Center-Folding Unit (Option) on page Appendix-30*.

- 9 Press [OK].
- 10 Press the **Start** key. Copying begins.

NOTE: When using the platen, be sure to place the originals in page order.

If the originals are placed on the platen, consecutively replace each original after pressing the **Start** key.

After scanning all originals, press [Finish Scan] to start copying.