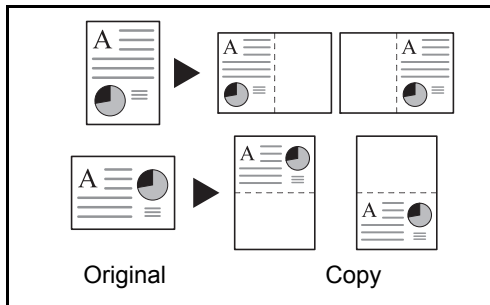# Memo Page

Delivers copies with a space for adding notes. You can also copy two originals onto the same sheet with a space or add lines to indicate page boundaries.
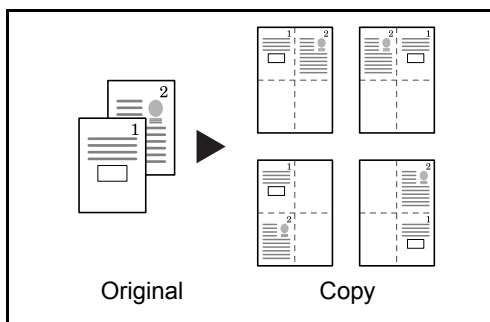
NOTE: Memo mode is available for the copy paper sizes of A3, B4, A4, A4-R, B5, B5-R, A5-R, Ledger, Legal, Oficio II, 216×340mm, Letter, Letter-R, Statement-R, Folio, 8K, 16K and 16K-R.

Layout A

Reduces images of each original page for printing onto half of a page, leaving the other half blank for notes.
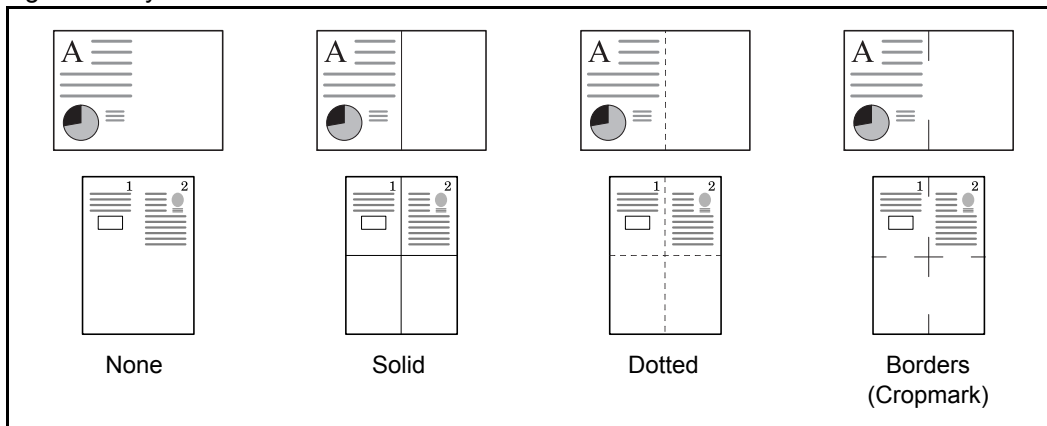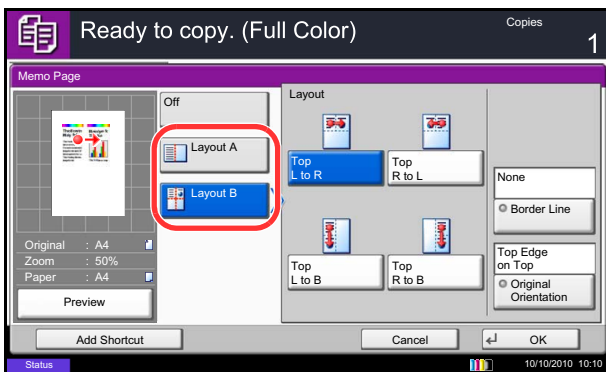
Layout B

Reduces images of two original pages for copying onto half of a single page, leaving the other half blank for notes.

Types of Page Boundary Lines

The following boundary lines are available.

| None | Solid | Dotted | Borders (Cropmark) |

Use the procedures below to insert page boundary lines on your copies.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Layout/Edit] and then [Memo Page].

4 Press [Layout A] or [Layout B]. Select the page layout from *Layout*.

5 Press [Border Line] to select the page boundary line. Press [OK].

6 Press [Original Orientation] to select orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Press [OK].

7 Press [OK].

8 Press the **Start** key to start copying.