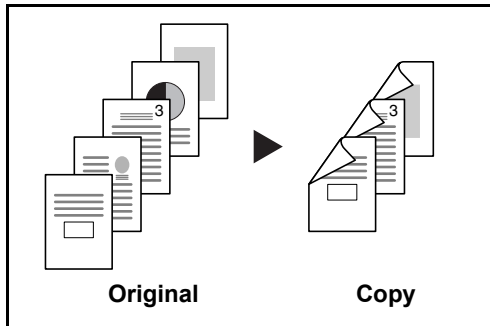


Duplex

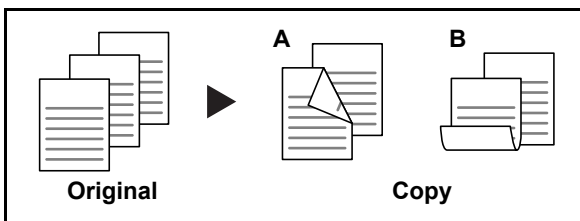
Produce two-sided copies. The following duplex options are available.

You can also create single-sided copies from two-sided originals or originals with facing pages such as books. The following modes are available.

One-sided to Two-sided



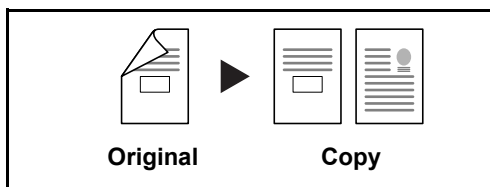
Produces two-sided copies from one-sided originals. In case of an odd number of originals, the back side of the last copy will be blank.



The following binding options are available.

- A Original Left/Right to *Binding Left/Right*: Images on the second sides are not rotated.
- B Original Left/Right to *Binding Top*: Images on the second sides are rotated 180°. Copies can be bound on the top edge, facing the same orientation when turning the pages.

Two-sided to One-sided

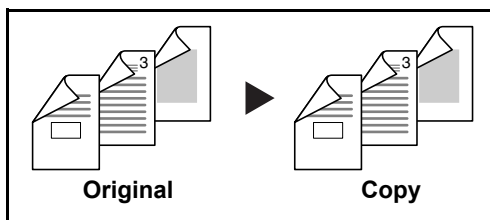


Copies each side of a two-sided original onto two individual sheets. The optional document processor is required.

The following binding options are available.

- *Binding Left/Right*: Images on the second sides are not rotated.
- *Binding Top*: Images on the second sides are rotated 180°.

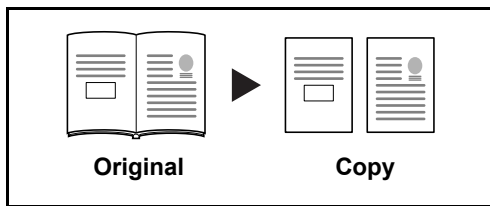
Two-sided to Two-sided



Produces two-sided copies from two-sided originals. The optional document processor is required.

NOTE: The paper sizes supported in Two-sided to Two-sided are A3, B4, A4, A4-R, B5, B5-R, A5-R, Ledger, Legal, Letter, Letter-R, Executive, Statement-R, Oficio II, 216×340mm and Folio.

Book to One-sided



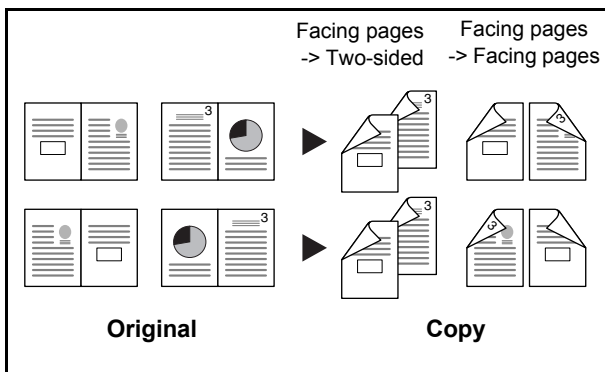
Produces a 1-sided copy of a 2-sided or open book original.

The following binding options are available.

- *Binding Left:* Originals with facing pages are copied from left to right.
- *Binding Right:* Originals with facing pages are copied from right to left.

NOTE: The following sizes of originals and paper are supported in Two-sided to One-sided and Book to One-sided. Original: A3, B4, A4-R, B5-R, A5-R, Ledger, Letter-R and 8K. Paper: A4, B5, Letter and 16K. You may change paper size and reduce or enlarge copy to match that size.

Book to Two-sided



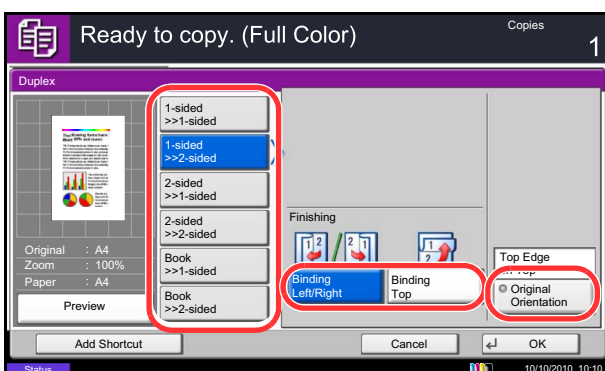
Produces two-sided copies from an open book original with facing pages.

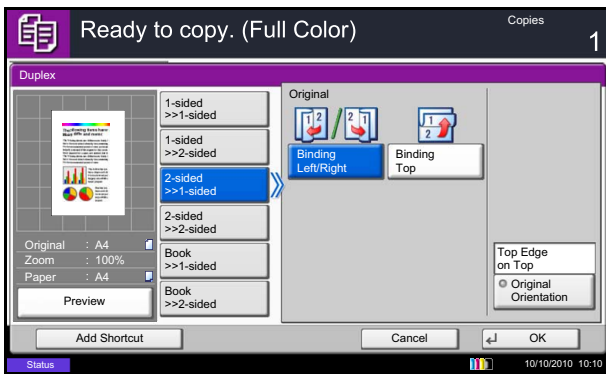
NOTE: The following sizes of originals and paper are supported in Book to Two-sided mode. Original: A3, B4, A4-R, B5-R, A5-R, Ledger, Letter-R and 8K. Paper: A4, B5 and Letter.

The procedure for using two-sided/duplex copying is explained below.

- 1 Press the **Copy** key.
- 2 Place the originals on the platen.
- 3 Press [Layout/Edit] and then [Duplex].
- 4 Select the desired Duplex option.
- 5 If you choose [1-sided>>2-sided] or [2-sided>>2-sided], select the binding edge of the finished copies of *Finishing*.

If you choose [Book>>2-sided], press [Book>>2-sided] or [Book>> Book] of *Finishing* to select the setting for duplex.





- 6 If you choose [2-sided>>1-sided], [2-sided>>2-sided], [Book>>1-sided] or [Book>>2-sided], select the binding edge of the originals of *Original*.
- 7 Press [Original Orientation] to select orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].
- 8 Press [OK].
- 9 Press the **Start** key.

Once an original placed on the platen is scanned, replace it with the next one. Then, press the **Start** key.

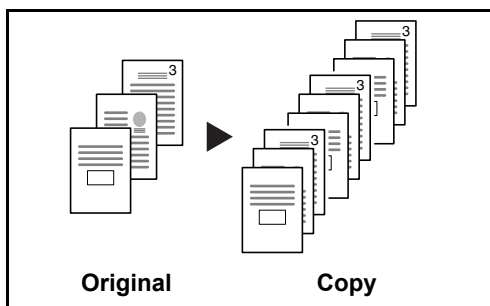
After scanning all originals, press [Finish Scan] to start copying.

Collate/Offset

The machine can collate and offset at the same time as it copies.

You can use the Collate/Offset copy function for tasks such as those shown below.

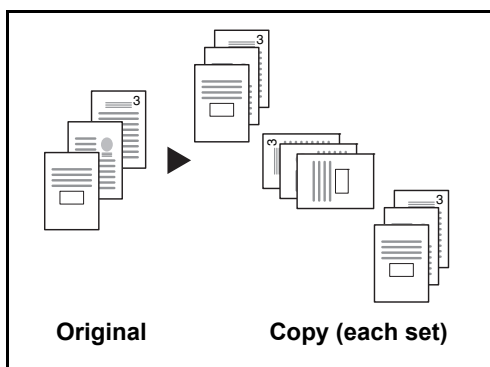
Collate



Scan multiple originals and deliver complete sets of copies as required according to page number.

Offset

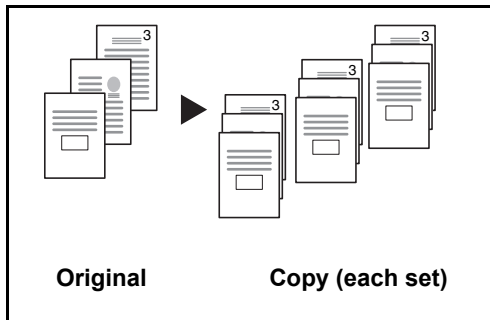
Without Document Finisher



If the optional document finisher is not installed, when you use offsetting, printed copies are produced after rotating each set (or page) by 90°.

NOTE: To use sorting, the same size of paper as the selected paper tray must be loaded in a different orientation in a different paper tray. The paper sizes supported in *Offset* are A4, B5, Letter and 16K.

With Document Finisher



When you use offsetting, printed copies are segregated after each set of copies (or after each page).

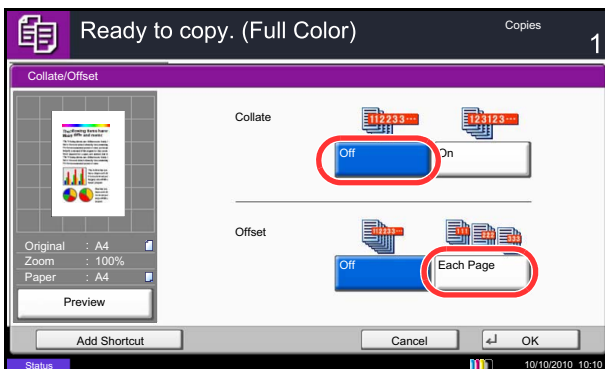
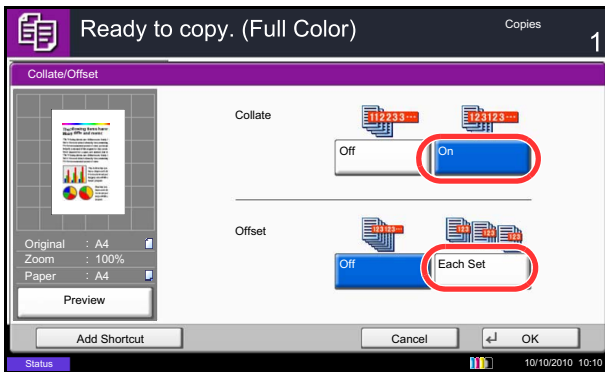
NOTE: The optional document finisher is required. The paper sizes supported in *Offset* are A3, B4, A4, B5, Letter, Legal, Ledger, Oficio II, 8k, 16k, 216×340mm, Folio.

The procedure for using collate/offset copying is explained below.

- 1 Press the **Copy** key.
- 2 Place the originals on the platen.
- 3 Press [Org./Paper/Finishing] and then [Collate/Offset].

- 4 To use collate copying, press [On] of *Collate*.

To use offset copying, press [Each Set] of *Offset*.
Press [OK].



If [Off] is selected for *Collate*, press [Off] or [Each Page] of *Offset*.

- 5 Press [OK].

- 6 Press the **Start** key. Copying begins.