













Fold

You can fold finished copies.

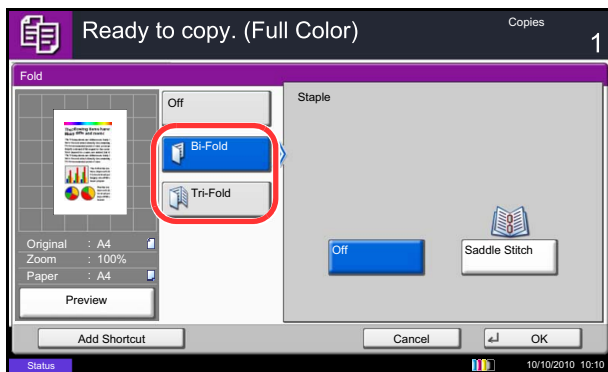
NOTE: Folding requires the optional 4,000 sheet document finisher and the folding unit.

For details on paper sizes and numbers of sheets that can be folded, refer to *Center-Folding Unit (Option)* on page Appendix-30.

The following folding options and orientations are available.

			Orientaion: Landscape	Orientaion: Portrait
				
Bi-Fold				
Tri-Fold	Inside	R to L / B to T		
		L to R / T to B		
	Outside	R to L / B to T		
		L to R / T to B		

The procedure for using fold copying is explained below.



- 1 Press the **Copy** key.
- 2 Place the originals on the platen.
- 3 Press [Org./Paper/Finishing] and then [Fold].
- 4 Select the fold method.

NOTE: To use saddle stitching, press [Bi-Fold] and then [Saddle Stitch]. For more information on saddle stitching, refer to *Booklet on page 4-20*.

- 5 Press [OK].
- 6 Press the **Start** key to start copying.