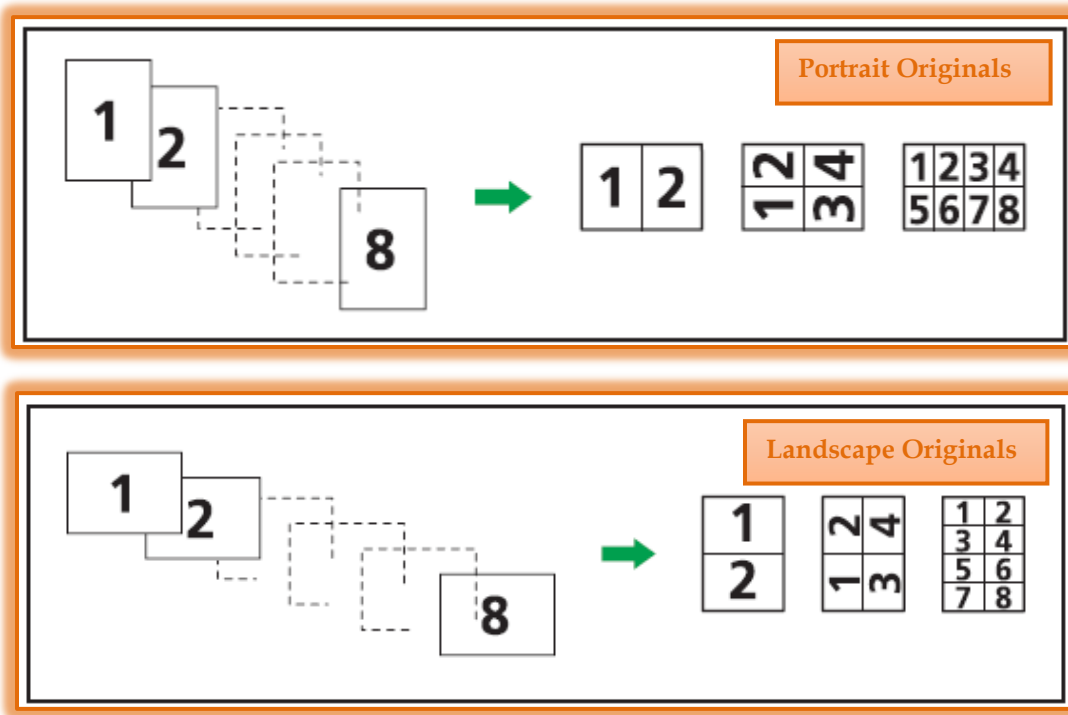


COPY DOCUMENTS-COMBINED COPY

This feature allows you to place a two page or longer document on two single sheets of paper. The options for Combined Copying are 2 sheets, 4 sheets, or 8 sheets. As the copies are made the documents will be shrunk in size to fit the selected paper size. The machine will select a reproduction ratio of 25%-400%. If the Orientation of the original is different than the copy orientation, the machine will automatically rotate the page 90 degrees to make the copies fit properly.

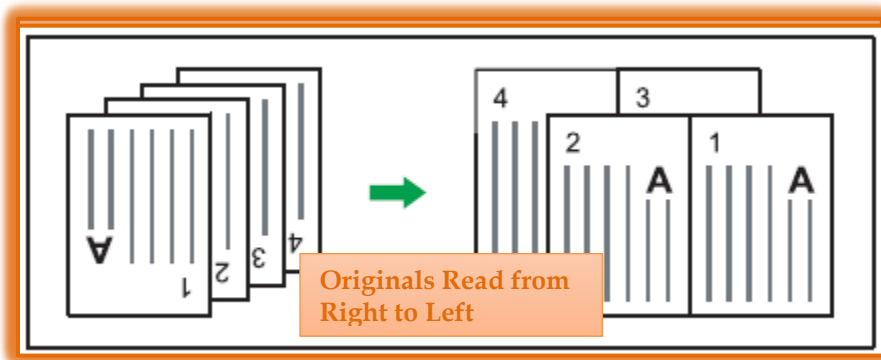
Orientation of Original/Image Position of Combine

The image position of the Combine differs according to the original orientation and the number of originals to be combined. The illustrations below show how the combine feature will print with the different Combine options.



Placing Originals

The default copy order for originals is from left to right. To copy originals from right to left, place the originals upside-down in the ADF.



One-Sided Combine

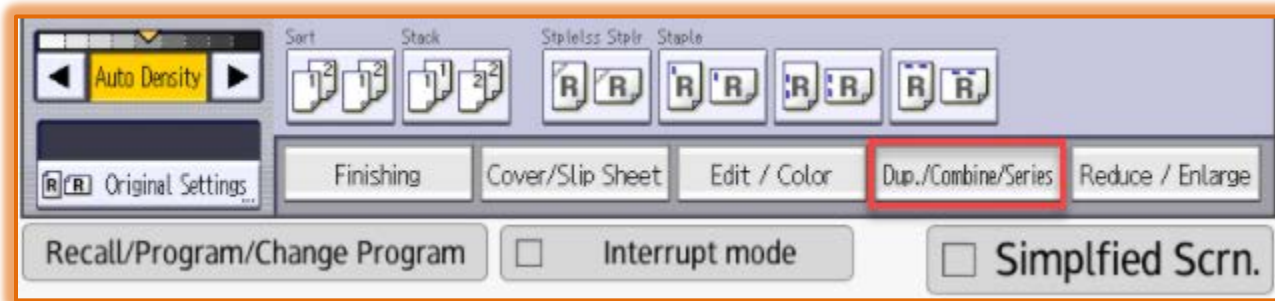
This feature allows you to combine several pages of a document onto one side of a sheet. There are six types of One-Sided Combine.



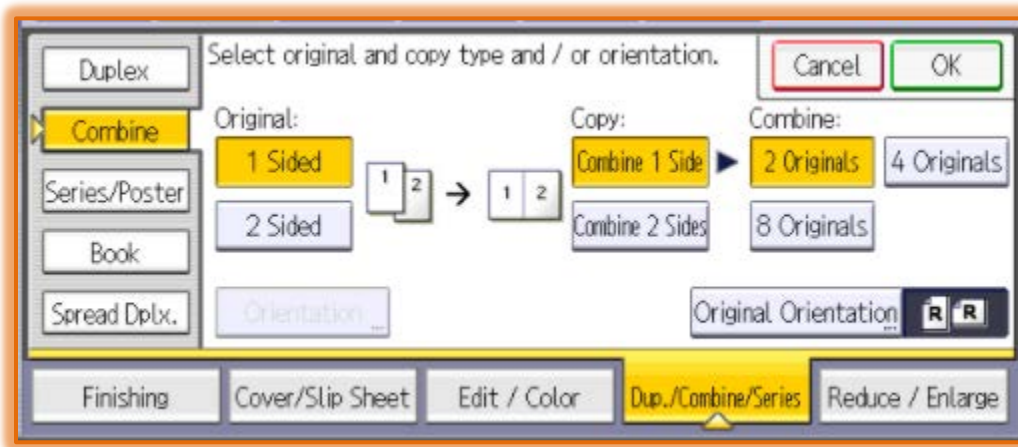
- ☐ **1 Sided 2 Originals - Combine 1 Side** - This option is used to copy two one-sided originals to one side of a sheet.
- ☐ **1 Sided 4 Originals - Combine 1 Side** - Use this option to copy four one-sided originals to one side of a sheet.
- ☐ **1 Sided 8 Originals - Combine 1 Side** - To copy eight one-sided originals to one side of a sheet, select this option.
- ☐ **2 Sided 2 Pages - Combine 1 Side** - This option is used to copy one two-sided original to one side of a sheet.
- ☐ **2 Sided 4 Pages - Combine 1 Side** - To copy two two-sided originals to one side of a sheet, select this option.
- ☐ **2 Sided 8 Pages - Combine 1 Side** - Use this option to copy four two-sided originals to one side of a sheet.

Copy Process for One-Sided Combine

- ☐ Press **Dup/Combine/Series** on the **Display Panel**.



- ☐ Press **Combine**.
- ☐ The **Dup/Combine/Series** screen will display (see illustration on next page).
- ☐ Select either **1-Sided** or **2-Sided** for the original.
- ☐ If **2-Sided** was selected, the **Orientation** can be changed.
- ☐ Press **Combine 1 Side**.
- ☐ Select the number of originals to combine.
- ☐ Press **OK**.
- ☐ Place the originals in the **ADF**, if necessary.
- ☐ Press the **Start** button.



Two-Sided Combine

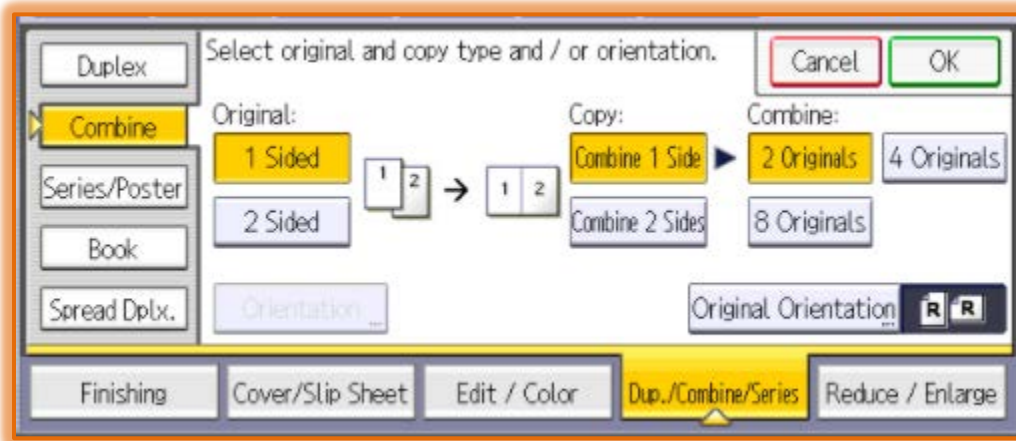
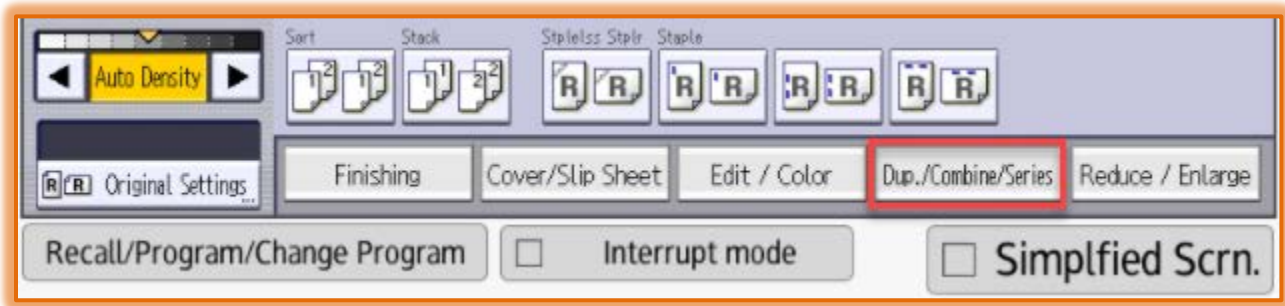
This feature is used to combine pages of original documents unto two sides of one sheet. There are six types of Two-Sided Combine.



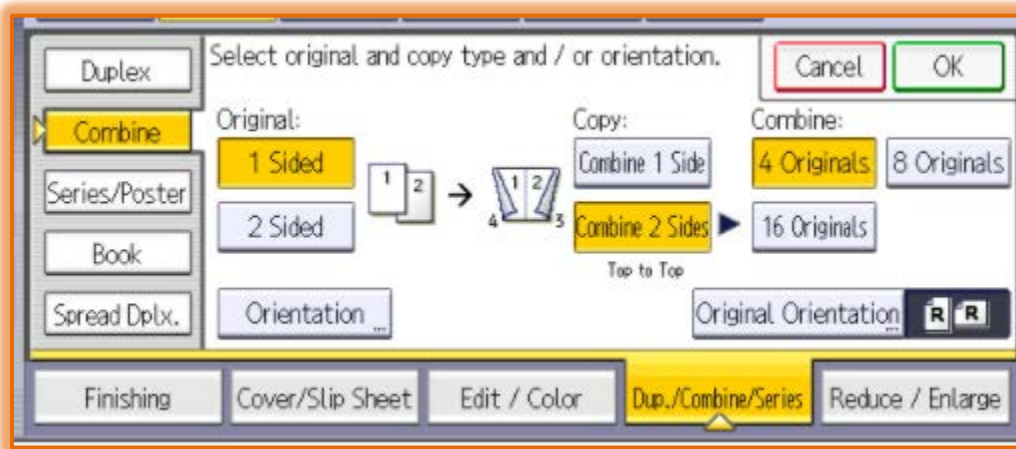
- ☞ **1 Sided 4 Originals - Combine 2 Sides** - This option is used to copy four one-sided originals to one sheet with two pages per side.
- ☞ **1 Sided 8 Originals - Combine 2 Sides** - Use this option to copy eight one-sided originals to one sheet with four pages per side.
- ☞ **1 Sided 16 Originals - Combine 2 Sides** - To copy sixteen one-sided originals to one sheet with eight pages per side, select this option.
- ☞ **2 Sided 4 Pages - Combine 2 Sides** - Select this option to copy two two-sided originals to one sheet with two pages per sheet.
- ☞ **2 Sided 8 Pages - Combine 2 Sides** - This option is used to copy four two-sided originals to one sheet with four pages per sheet.
- ☞ **2 Sided 16 Pages - Combine 2 Sides** - Use this option to copy eight two-sided originals to one sheet with eight pages per sheet.

Copy Process for Two-Sided Combine

- ☞ Press **Dup/Combine/Series** on the **Display Panel** (see illustration on next screen top).
- ☞ Press **Combine**.
- ☞ The **Dup/Combine/Series** screen will display (see illustration on next page).
- ☞ Select either **1-Sided** or **2-Sided** for the original.



Press **Combine 2 Sides**.



- Press **Orientation**.
- Select **Top to Top** or **Top to Bottom** for the **Original**.
- Select **Top to Top** or **Top to Bottom** for the **Copy**.
- Select the number of originals to combine.
- Press **OK**.
- Press the **Paper Size**, if necessary.
- Place the originals on the **ADF**, if necessary.
- Press the **Start** button.