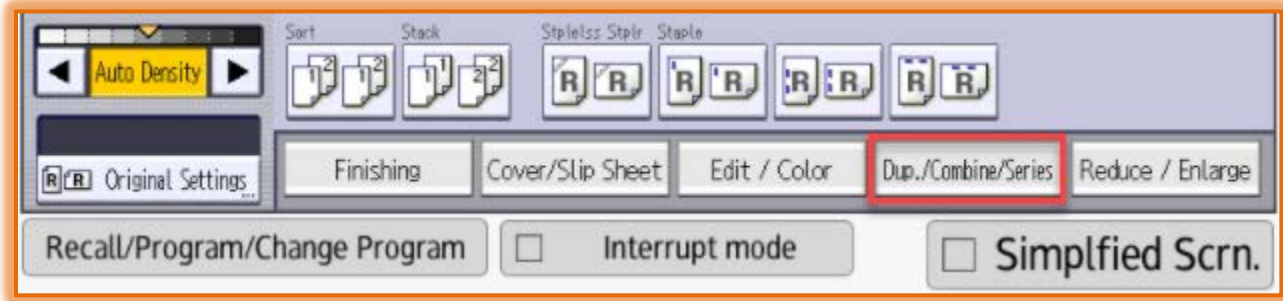


COPY DOCUMENTS-DUPLEX_COPY

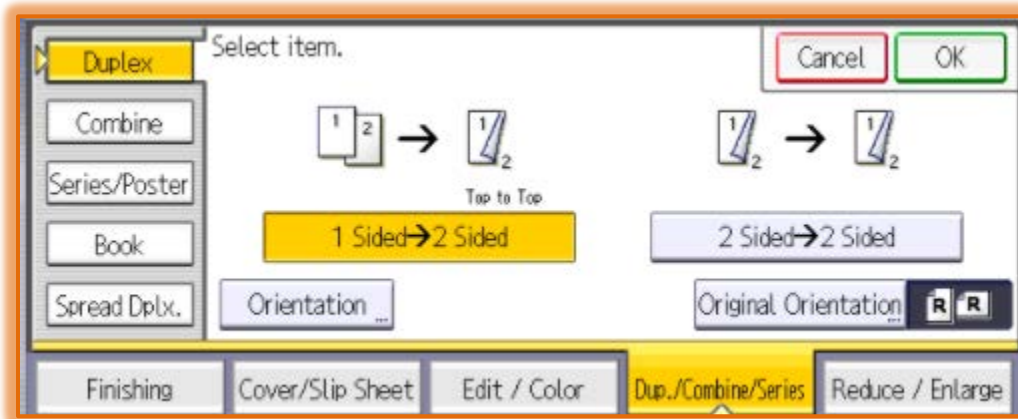
This feature is used to copy two one-sided pages or one two-sided page onto a two-sided page. When the copy request is being processed, the page will shift slightly to allow for the binding margin. There are two types of duplex copying.

- ★ **1 sided to 2 sided** – This option copies two one-sided pages to a two-sided page.
- ★ **2 sided to 2 sided** – Use this option to copy a two-sided document to a two-sided document.

☞ Press the **Dup/Combine/Series Key** (see illustration below).








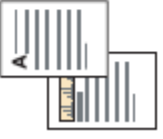


☞ Press the **Duplex Key** in the upper right corner of the **Dup/Combine/Series** window if it is not already selected.










- ☞ Select the **Original Orientation** of the document that is being copied.
- ☞ Select the **Copy Orientation** of the document.
- ☞ Select **1 Sided to 2 Sided** or **2 Sided to 2 Sided**. This specifies how the document is to be output.
- ☞ Press the **Orientation Key** to change the orientation of the original or copy document.
 - ★ Select the **Copy Orientation** if **1 Sided to 2 Sided** was selected.
 - ★ Select the **Original and Copy Orientation** if **2 Sided to 2 Sided** was selected.
 - ★ Press the **OK** button to return to the **Dup/Combine/Series** window.
- ☞ Press the **OK** button which appears in the upper right corner of the screen to return to the **Main Copy Window**.
- ☞ Place the originals in the **ADF**.
- ☞ Press the **Start Key**.

NOTE: The illustrations below show how the **Top-to-Top** and **Top-to-Bottom** options will print for both the **Portrait** and **Landscape Orientation**.

NOTE: The **Duplex Copy** options can also be selected from the **Main Copy Window**. However, there aren't as many options available as there are when selecting the **Dup/Combine/Series** option.

Original	Placing originals	Original Orientation	Orientation	Copy
			Top to Top	
			Top to Bottom	

Original	Placing originals	Original Orientation	Orientation	Copy
			Top to Top	
			Top to Bottom	