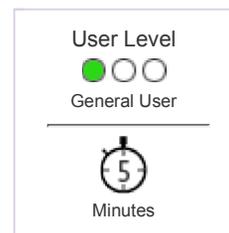




Solutions for : How To Select Book Copying
Solution : Select Book Copying

When copying a book, magazine, or other bound document, you can copy either the left or right page onto a single sheet of paper. You can copy both the left and right pages onto two sheets of paper, or as a single image on one sheet of paper.

IMPORTANT: The Document Glass must be used to make copies from books, magazines, or other bound documents. Do not place bound originals in the Document Feeder.



To set up book copying:

1. Press the [Services Home] button on the Control Panel, and then select [Copy] on the Touch Screen.
 2. Select the [Layout Adjustment] tab, and then select [Book Copying].
 3. Select one of the following:
 - [Off] - copies both pages of an open book as one image on a single sheet of paper.
 - [Both Pages] - copies the left and the right pages of an open book onto two sheets of paper. If Binding Edge Erase is required, use the arrows to erase up to 2 inches.
 - [Left Page Only]- copies only the left page of an open book on a single sheet of paper. If Binding Edge Erase is required, use the arrows to erase up to 1 inch.
 - [Right Page Only] - to copy only the right page of an open book on a single sheet of paper. If Binding Edge Erase is required, use the arrows to erase up to 1 inch.
 4. Select [Save].
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