**Solutions for : How To Make 2 Sided Copies or Copy 2 Sided Originals**

Solution : Making 2 Sided Copies or Copying 2 Sided Originals

When you press the Start button to make a copy, the device scans your originals and temporarily stores the images. It then prints the images based on the selections made.

If Authentication or Accounting has been enabled on your device you may have to enter login details to access the Copy features.

The device provides options to make one or two-sided copies from one or two-sided originals using either the document feeder or the document glass.

User Level
General User

5
Minutes
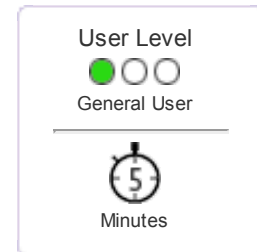
> If using the document glass to scan two-sided originals, the device displays a message when ready to scan side 2.

1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents.
   Or
   Lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
2. Press the **Clear All** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
4. Select the **Copy** button on the touch screen. The copy features are displayed.
5. If required, select the **Copy** tab. This is usually the active tab when the Copy service opens.
6. Select the 2-Sided Copying option required.
   - **1 > 1-sided** use this option if your originals are printed on 1 side and you want single-sided copies.
   - **1 > 2-sided** use this option if your originals are printed on 1 side and you want 2-sided copies. You can also select the **Rotate Side 2** button to have the second page rotated by 180°.
   - **2 > 2-sided** use this option if you want to make 2-sided copies from 2-sided originals. You can also select the **Rotate Side 2** button to have the second side rotated by 180°.
   - **2 > 1-sided** this option will make 1-sided copies from 2-sided originals.
7. Enter the number of prints required using the numeric keypad on the control panel.
8. Press the **Start** button on the control panel to scan the original.
9. Remove the original from the document feeder or document glass when scanning has completed. The job enters the job list ready for processing.
10. Press the **Job Status** button on the device control panel to view the job list and check the status of the job.
11. If your job remains held in the Active Jobs list, the device needs you to supply additional resources, such as paper or staples before it can complete the job. To find out what resources are needed, select the job and then select the **Details** button. Once the resources are available the job will print.