

## Using the Book Original Setting

For use when copying from a book:

1. When copying from a book it will need to be placed on the glass so it is helpful to first pick the paper tray with the paper the copy should be on (instead of leaving it set to Auto).



2. Select the Book Original button (if this is not on the main screen, select Applications and it will be there). There is an option to do a book spread (both pages of the book on one piece of paper) or separation (each page on a separate piece of paper).



3. If doing the Separation, it is helpful to put the book on the glass with the center spine lined up with the 8 1/2 mark (on the border off the top of the glass).
4. If doing the Book Spread, place the book in the upper left corner of the glass.
5. There is a Frame Erase and a Center Erase option. If set on Auto, Frame Erase cleans up 3/8" all around. If taken off auto, a user can choose how much to clean up off each side (up to 2"). The right/left arrow under the black box allows for toggling between whole numbers and fractions, the plus and minus signs increase/decrease the number.

