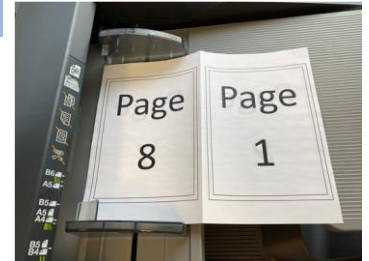
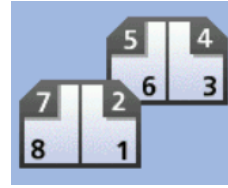


CREATING BOOKLETS IN COPY MODE

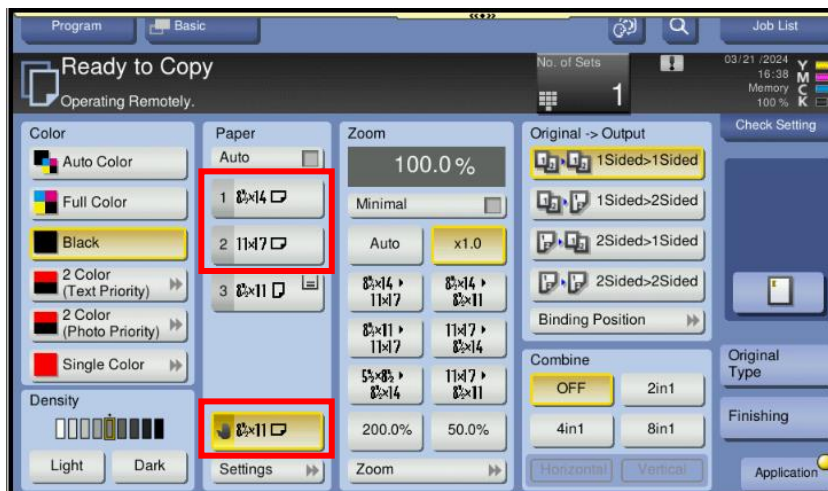
TO CREATE BOOKLETS IN COPY MODE With document already in booklet format



1. Load your originals in the document feeder **LANDSCAPE** orientation with the top original being the first and last page of the booklet (eg. with an 8-page document as per the images to the right – ie. page 8 / 1 on top).
2. On the main **COPY** screen under **Original -> Output**, select **2Sided>2Sided**. Under **Binding Position** in **No. of Originals & Output** select **Left Bind**. Select **Original Direction** on this screen and select the **first entry** (ie. originals feeding in document feeder **LANDSCAPE** orientation). Then select **Close**, then **OK**.



3. On the main **COPY** screen, under **Paper**, select **Paper Tray** (8.5x11, 8.5x14, or 11x17). ***NOTE: If you are using 8.5 x 11 paper, it must be loaded landscape in a paper tray (or the bypass tray).**



CREATING BOOKLETS IN COPY MODE

****OPTIONAL****

4. ****ONLY IF YOUR ORIGINALS HAVE LINES AT THE EDGES**** Sometimes black lines may appear at the edges of the finished booklet. If you see lines, you can turn on **FRAME ERASE** to eliminate them.

On the main **COPY** screen select the **Application** button. Use your fingers to swipe to the left (or select the arrow button on the right side of the display to advance to the next screens. Under section I) Erase, select **Frame Erase**. Turn it **ON**, select a small value (for all 4 sides). Make a copy and adjust values as required. (You can also uncheck the **Frame** box and choose a value for each side separately).

