Features - Book Copy

Selecting 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.

Note: You must use the document glass 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, then touch Copy.
2. Touch the Layout Adjustment tab, then touch Book Copying.
3. On the Book Copying screen, select an option:
   - 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, touch the arrows to erase up to 50.8 mm (2 in.).
   - Left Page Only copies only the left page of an open book on a single sheet of paper. If Binding Edge Erase is required, touch the arrows to erase up to 25.4 mm (1 in.).
   - 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, touch the arrows to erase up to 25.4 mm (1 in.)
4. Touch OK.