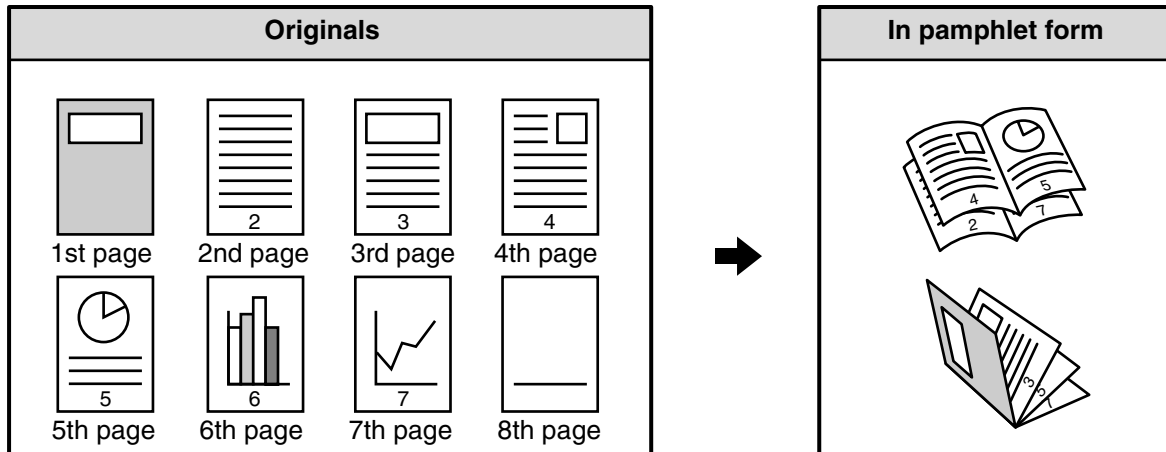


# MAKING COPIES IN PAMPHLET FORMAT (Pamphlet Copy)

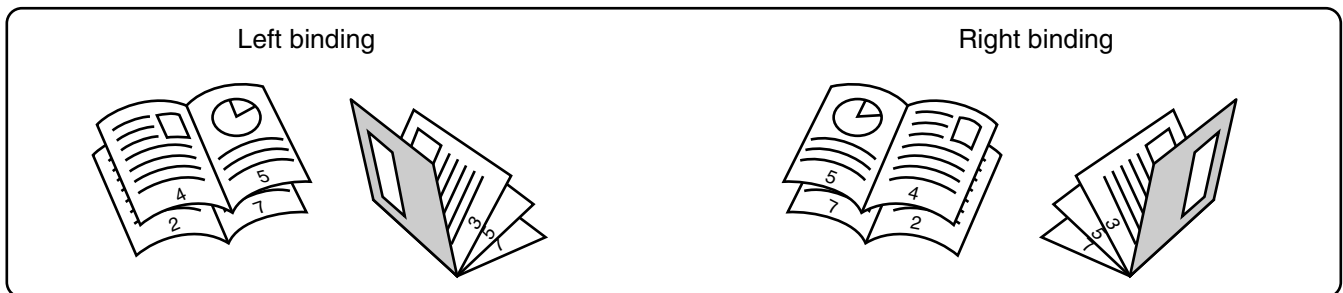
This function copies 2 original pages onto the front side and 2 original pages onto the reverse side of each sheet of paper so that the copies can be folded at the centreline to form a pamphlet.

This function is convenient for arranging copies into an attractive booklet or pamphlet.

## Pamphlet copy using 8 original pages



## Binding side



1

### Place the original.

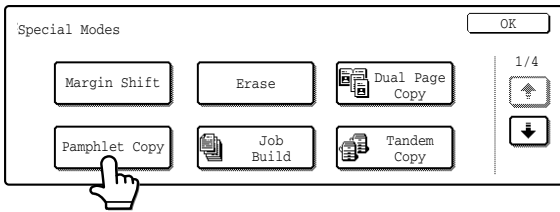
Place the original face up in the document feeder tray, or face down on the document glass.

If the originals are 2-sided, place them in the document feeder tray.

2

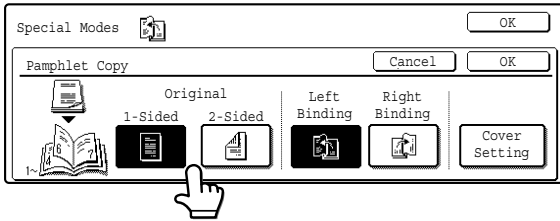
### Touch the [Special Modes] key.

3



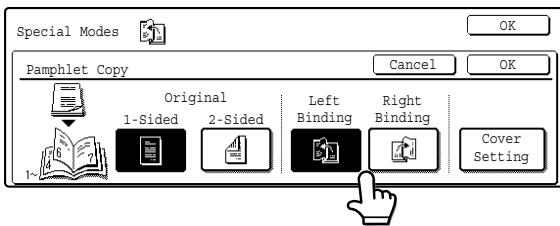
Touch the [Pamphlet Copy] key.

4



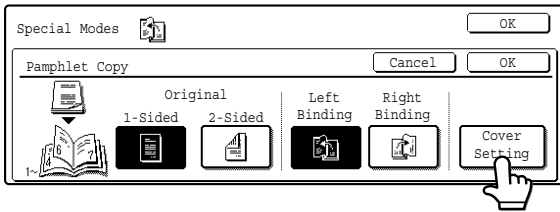
Specify whether the original is a 1-sided or 2-sided original.

5



Select the binding edge ([Left Binding] or [Right Binding]).

6

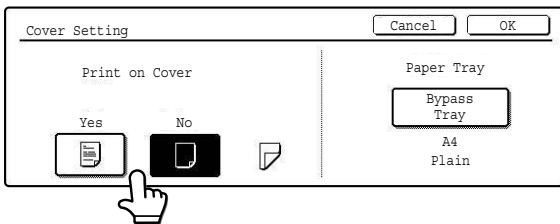


Specify whether or not a cover will be added.

If a different type of paper will be used for the cover, touch the [Cover Setting] key.

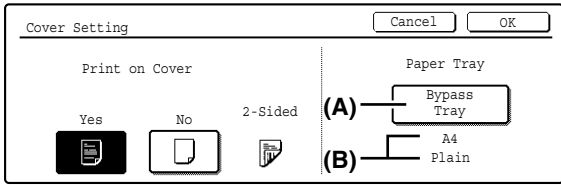
If a cover will not be added, go to step 10.

7



If the cover sheet will be copied on, touch the [Yes] key. Otherwise, touch the [No] key.

8



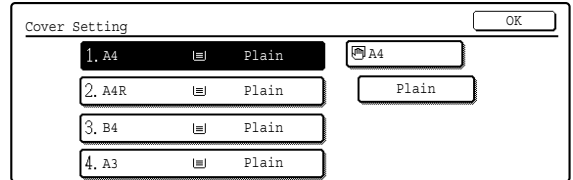
### Select the paper tray for the cover.

(A) The currently selected paper tray for the cover is displayed.  
 (B) The size and type of paper in the currently selected tray is displayed.

In the example screen, A4 (8-1/2" x 11") size plain paper is loaded in the bypass tray.

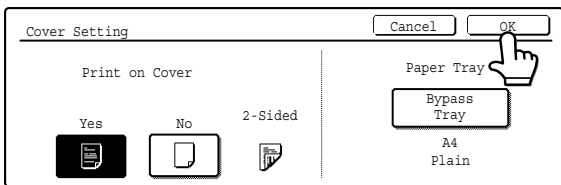
To change the paper tray for the cover, touch the tray selection key. (In the screen example, the "Bypass Tray" display is the tray selection key.)

The tray selection screen appears when the tray selection key is touched. Select the paper tray for the cover in the tray selection screen and touch the [OK] key.



If the cover will be copied on, label sheets, transparency film, and tab paper cannot be used.

9

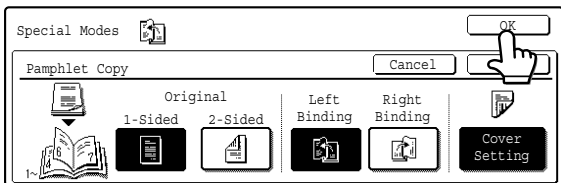


### Touch the [OK] key.



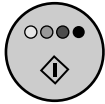
**To cancel cover settings...**  
 Touch the [Cancel] key.

10

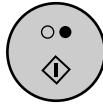


### Touch the [OK] key.

You will return to the base screen of copy mode.



or



**Press the [COLOUR START] key (○●●●) or the [BLACK & WHITE START] key (○●).**

Copying will begin.

- If the originals were placed in the document feeder tray, the originals are copied.
- If you are using the document glass, copy each page one page at a time. If you are using the sort function or other function that requires all originals to be scanned before the copies are printed, you must use the same [START] key that you used to scan the first original to scan each of the remaining originals.



**To cancel scanning of the original and copying...**

Press the [STOP] key (⏹).



- To make pamphlet copies of a book or other bound original, use the book copy function.
- When the pamphlet copy function is selected, 2-sided copying mode is automatically selected. When settings are selected that prevent 2-sided copying, the pamphlet copy function cannot be used.
- Scan the originals in order from the first page to the last page. The order of copying will be automatically adjusted by the machine. Four original pages will be copied onto each sheet of paper. Blank pages may be automatically produced at the end depending on the number of original pages.
- When a saddle stitch finisher is installed, saddle stitch can be used. When pamphlet copy is used in combination with the saddle stitch function and the number of originals is greater than the number of sheets that can be stapled, a message will appear showing the [Cancel] key, the [Continue] key, and the [Divide] key. To cancel the job, touch the [Cancel] key. To make pamphlet copies without stapling, touch the [Continue] key. To divide the pages into sets that can be stapled, touch the [Divide] key.  
If you selected settings for adding a cover, it will not be possible to select "Divide". You can either continue pamphlet copying without stapling, or cancel the job.



**To cancel pamphlet copy...**

Touch the [Cancel] key in the screen of step 4.



**System Settings (Administrator): Automatic Saddle Stitch**

When a saddle stitch finisher is installed, this setting can be enabled to have saddle stitch take place automatically when the pamphlet copy function is selected.