

Two sided copies or originals

To get to the two-sided menu, (Also known as Back to Back or Duplex) choose the soft touch button highlighted by the red square as shown below.



The default position is "1- Sided > 1- Sided", which would turn one sided originals into one sided copies. "1- Sided > 2- Sided" will turn multiple one sided originals into two sided copies. "2- Sided > 1- Sided" Turns two sided originals into single sided copies. "2- Sided > 2- Sided" will make 2 sided copies from 2 sided originals.



The "Binding Position" button will change the way the two sides are oriented to one another. Be sure to press "OK" to return to the previous menu.