

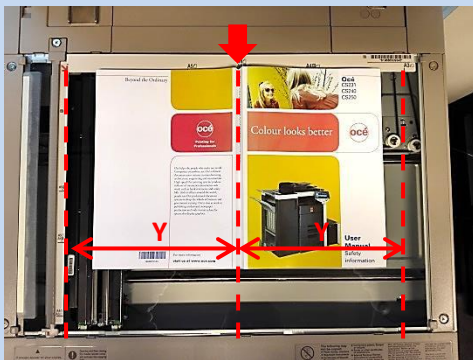
# Instruction card - Photocopying a book

The multifunctionals can photocopy the left and right pages of a book as well as individual pages. This function removes the 'fold' between the two pages so that as little shadow as possible appears on the photocopy.

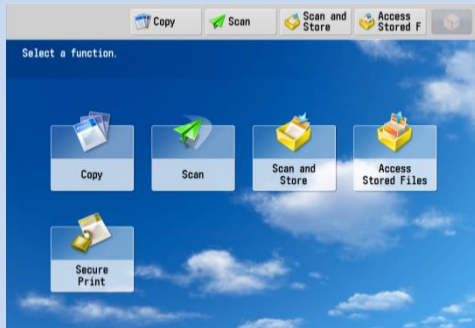
To use this function, spread the book out across the document glass, ensuring all of the book is on it, as depicted below.

**Please note that this automatic function does not work properly with all books; sometimes parts of the text are not included. In that case, do not use this function, but photocopy as usual, and select A3 paper as the printing format if necessary.**

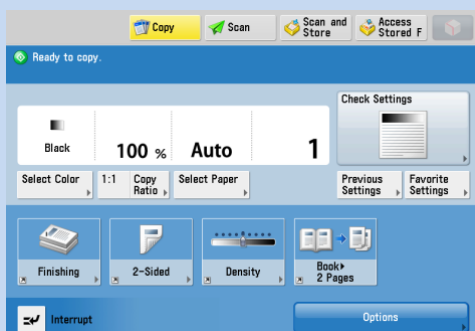
**See: 'Instruction card - Photocopying'**



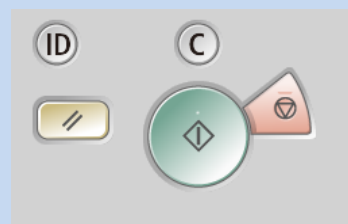
- Put the book on the document glass as depicted here.
- Put the spine of the book in the middle of the document glass and up against the top of it; see the red arrow.



- Tap the 'Copy' function button on the start screen of the operating panel.



- Choose the option 'Book → 2 Pages'
- Push the green button to start photocopying:



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