

Double-sided copy

(Xerox WorkCentre 7132 Copier/Printer)

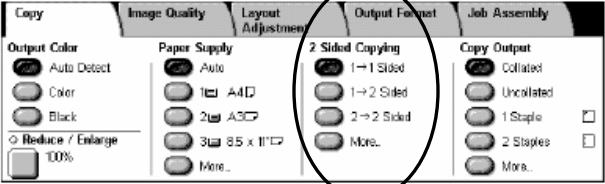
Coin operated copy machines are located on all three floors of the library.

This feature allows you to automatically make single or double-sided copies from single or double-sided documents.

NOTE: The double-sided copy option cannot be used with the following paper types: Transparency, Lightweight, Heavyweight, Labels, cover stock, as well as paper already printed on one side (i.e., scrap paper).

Insert money into the coin operator to the right of copier.

1. Select a preset button or [More] for the [2 Sided Copying] feature on the [Copy] screen.



More
Displays the [2 Sided Copying] screen.

Copy	Image Quality	Layout Adjustment	Output Format	Job Assembly
Output Color <input checked="" type="radio"/> Auto Detect <input type="radio"/> Color <input type="radio"/> Black Reduce / Enlarge <input type="checkbox"/> 100%	Paper Supply <input checked="" type="radio"/> Auto <input type="radio"/> 1 A4 <input type="radio"/> 2 A3 <input type="radio"/> 3 8.5 x 11 <input type="radio"/> More...		2 Sided Copying <input checked="" type="radio"/> 1 → 1 Sided <input type="radio"/> 1 → 2 Sided <input type="radio"/> 2 → 2 Sided <input type="radio"/> More...	Copy Output <input checked="" type="radio"/> Collated <input type="radio"/> Uncollated <input type="checkbox"/> 1 Staple <input type="checkbox"/> 2 Staples <input type="radio"/> More...

1 → 1 Sided

Makes single-sided copies from single-sided documents.

1 → 2 Sided

Makes double-sided copies from single-sided documents.

2 → 2 Sided

Makes double-sided copies from double-sided documents.

2 → 1 Sided

Makes single-sided copies from double-sided documents

Rotate Side 2

Rotates side 2 of the printouts head to toe.

NOTE: This check box is available for all options except [1 → 1 Sided].