

USING THE 2IN1/4IN1 Feature

The 2IN1/4IN1 function allows you to create 2 or 4 originals to a sheet by shrinking them. Potential uses could include: archiving, table of contents, file summaries or presentation handouts.

Put machine in “COPY” mode:

1. Select the “EDIT”
2. Select the “2IN1/4IN1”
3. Select either 2IN1, 2 sided or 4IN1, 2 sided
4. Select whether your original document is 1-sided or 2-sided
5. Select any other job/editing requirements for your copy job
6. Press “Start” button

2IN1 can also be used for printing:

1. Open print driver and click properties
2. Select the “Finishing”
3. Select “Number of pages per sheet”
4. Sample of the selected layout is shown in the image to the left
5. Configure any other job/editing requirements for your print job
6. Click Ok

This is a function to play with to maximize its flexibility and applications. If you have any questions or would like further details, please don't hesitate to contact me.

