Two sided copies and originals

The duplex menu allows you to change duplex settings for one or two sided documents (Number 1 pictured below).

The default position is "1-Sided > 1-Sided" which will 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" will turn two sided originals into multiple one sided copies. "2-Sided > 2-Sided" will take two sided originals and make two sided copies.

"Binding Position" (Number 2 pictured below) will change the way the two sides are oriented to one another. Press "Ok" to return to the previous menu.