Copying Various Types of Originals

Copying the front and back sides of a card on the same side of a single sheet ([Card Shot])

When you want to copy cards, such as an insurance card, a driver license card and a business card, you can arrange the front and back sides of the card on a single page and print the images on to the same side of one sheet. This can reduce the number of sheets used.

1. **Place a card on the Original Glass.**

   ➡ Place the top side of the card at the back, and align the card to the left back of the **Original Scale**.
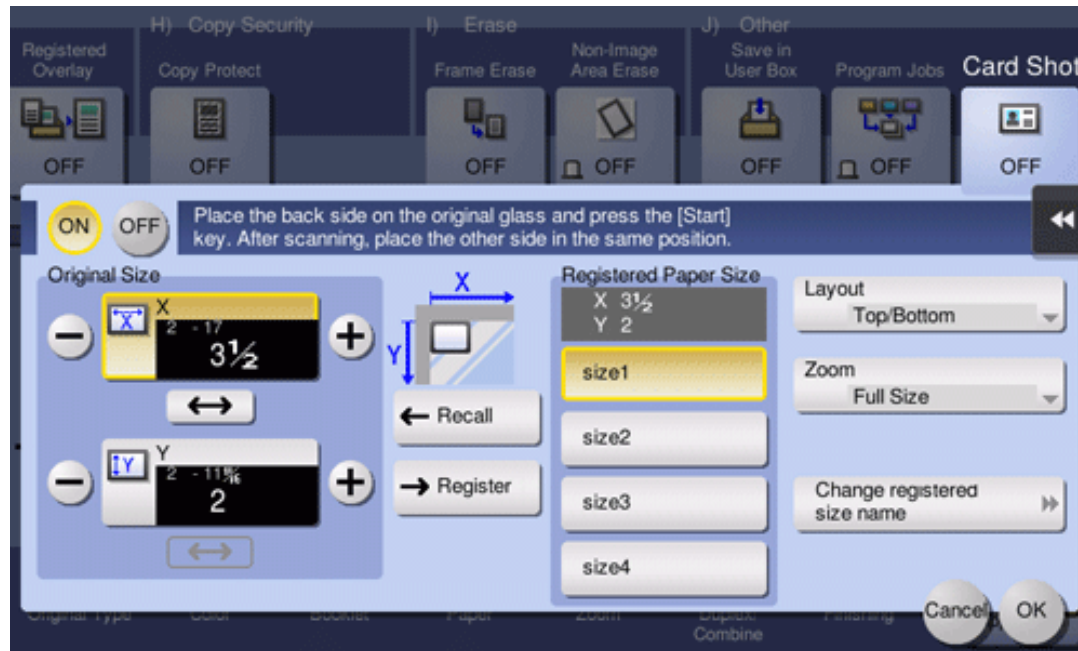

2. **Tap [Paper], and specify the paper tray for printing the card.**

   ➡ If you specify [Card Shot], you must specify a paper tray other than [Auto].

3. **Select [Application] - [Other] to set [Card Shot] to [ON], and configure the [Original Size], [Layout], and [Zoom] settings according to the finishing image.**

➡ For details, refer to [Here](#).

4. **Press the Start key.**

   The front side of the card is scanned.

5. **Turn the card over, and place it on the Original Glass.**

   ➡ Place the card at the same position that is shown in Step 1.

6. **Press the Start key.**

The back side of the card is scanned.

7. **After both sides of the card are scanned, tap [Finish] and the Start key.**

Copying begins.

Splitting the left and right pages of a book and catalog ([Book Original])

You can copy two-page spreads such as books and catalogs separately into the left and right pages, or copy on a single sheet as one page. Place a book or catalog on the **Original Glass**; you do not need to close the **ADF** to scan it.

When you use both the book original and 2-sided copy functions and staple the copied sheets, you can easily create simple books.

For details, refer to [Here](#).

Splitting the left and right pages of two-page spreads ([Page Separation])

Copy two-page spreads, such as a catalog with the staples removed, separately into the left and right pages.

You can copy a two-page spread separately into two pages with single operation, with no need of scanning each page separately. Place the two-page spread in the **ADF**.

For details, refer to [Here](#).

Copying an index original on index paper ([Tab Original])

Copy an index original onto index paper, including the index tab.

Place the index original on the **Original Glass**.

For details, refer to [Here](#).

Reference

- Load the index paper in the **Bypass Tray**. For details on how to load index paper, refer to [Here](#).

Copying a catalog ([Booklet Original])

Scan a catalog with the staples removed as a 2-sided original, make a 2-sided copy, and staple the center of the paper in the same manner as the original catalog.
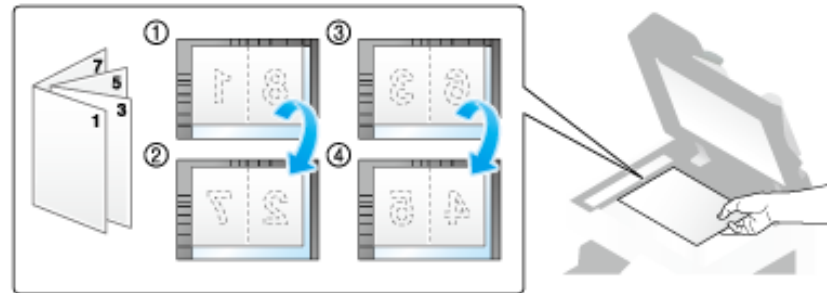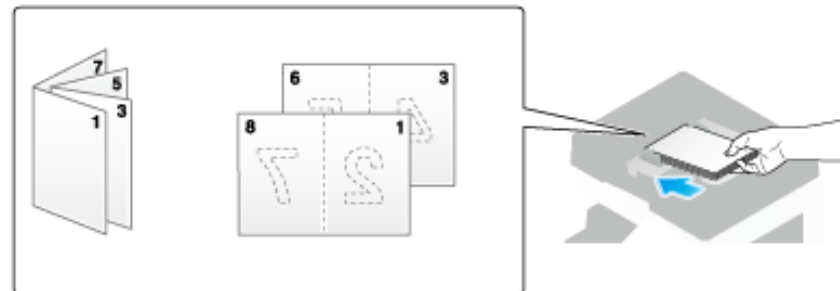
1. Load the original.
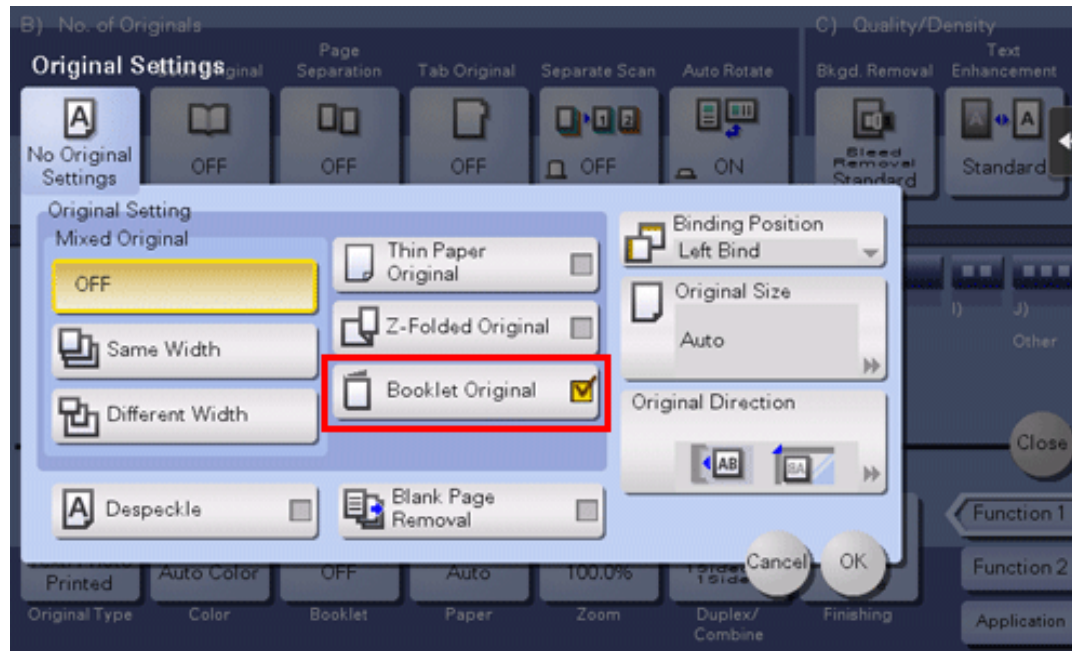
NOTICE

- Load a catalog with the staples removed.

➡ To use the **Original Glass**, position the pages in order, starting with the side that includes the first page, then the side that includes the second page, then the side that includes the third page.

➡ To use the **ADF**, load the pages with the side that includes the first page on top.

2. Tap [Application] - [No. of Originals] - [Original Settings], and select [Booklet Original].

3. Press the **Start** key.

➡ If the original is loaded into the **ADF**, copying begins.

➡ If it is loaded on the **Original Glass**, go to the step 4.

4. After all originals have been scanned, tap [Finish], and press the **Start** key.

Copying begins.

Tips

- **bizhub C658/C558/C458**:

  To use this function, the optional **Finisher FS-537 SD** or the optional **Finisher FS-536 SD** is required.

- **bizhub C368/C308/C258**:

  To use this function, the optional **Finisher FS-534 SD** is required.