Copy on both sides (duplex)

📝 **NOTE:** The steps vary according to the type of control panel.

FutureSmart 3	
FutureSmart 4	
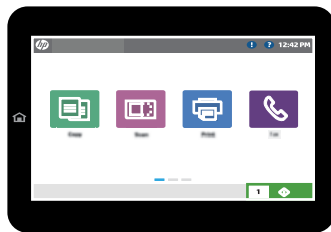
FutureSmart 3

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.

2. From the Home screen on the printer control panel, select the Copy button.

3. Select the Sides button, and then select one of the following options:

   - Use 1-sided original, 2-sided output to make a two-sided copy from a one-sided original.

   - Use 2-sided original, 2-sided output to make a two-sided copy from a two-sided original.

   - Use 2-sided original, 1-sided output to make a one-sided copy from a two-sided original.

4. Select the OK button.

5. Select the Start 🔘 button.

FutureSmart 4

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.

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2.   From the Home screen on the printer control panel, select Copy.

3.   Select Options in the lower left corner, and then select Sides in the Options pane.

4.   In the Original Sides section, select the option that describes the original document:

- Use Automatically detect to detect whether the original is printed on one or both sides of the page.

      📝 NOTE: This feature is not available for all firmware versions. You might need to update the printer firmware to use this feature.

- Use 1-sided for originals that are printed on one side of the page.

- Use 2-sided for originals that are printed on both sides of the page.

- Enable or disable Pages Flip Up to determine on which edge of the page a 2-sided original flips.

5.   In the Output Sides section, select one of these options:

- Match original: The output will match the format of the original. For example, if the original is 1-sided, the output will be 1-sided. However, if the administrator has restricted 1-sided printing and the original is 1-sided, the output will be 2-sided book-style.

      📝 NOTE: This feature is not available for all firmware versions. You might need to update the printer firmware to use this feature.

- 1-sided: The output will be 1-sided. However, if the administrator has restricted 1-sided printing, the output will be 2-sided book-style.

- 2-sided: The output will be 2-sided.

- Enable or disable Pages Flip Up to determine on which edge of the page the 2-sided output flips.

6.   Select Done.

7.   Adjust any other settings as needed. Select Done for each setting if prompted.

8.   Optional Preview: Touch the right pane of the screen to preview the document. You can use the Expand and Collapse buttons on the left side of the preview pane to expand and collapse the preview screen.

Expand button   Collapse button

Use the buttons on the right of the screen to adjust the preview options and to rearrange, rotate, insert, or remove pages.

	Toggle between the two-page view and the thumbnail view. More options are available in the thumbnail view than in the two-page view.
	Zoom in or out on the selected page. NOTE: Select only one page at a time to use these buttons.
	Rotate the page 180 degrees. NOTE: This button is available only in the thumbnail view.
	Delete the selected pages. NOTE: This button is available only in the thumbnail view.
	Rearrange the pages within the document. Select one or more pages and move them to the left or right. NOTE: These buttons are available only in the thumbnail view.
	Add a page to the document. The printer prompts you to scan additional pages.
	Clear the changes made in the preview and start over.

9. To adjust the number of copies, touch the box to the left of the Copy button, and then select the number of copies from the keypad that opens. Select the Close ⌨ button to close the keypad.

10. When the document is ready, select Copy to begin copying.