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Copying a Multipage Original in Order (Collating)

Introduction

This document provides instructions to copy an original with two or more pages (a multipage original) in black and white, or in color.

Copying a multipage original

Follow these steps to copy a multipage original.

Step one: Load the original

Select one of the following methods to copy a multipage original.

> 🔔 **NOTE:**
>
> The automatic document feeder (ADF) supports only single-sided documents. Load the originals on the scanner glass to scan, copy, and fax double-sided documents.

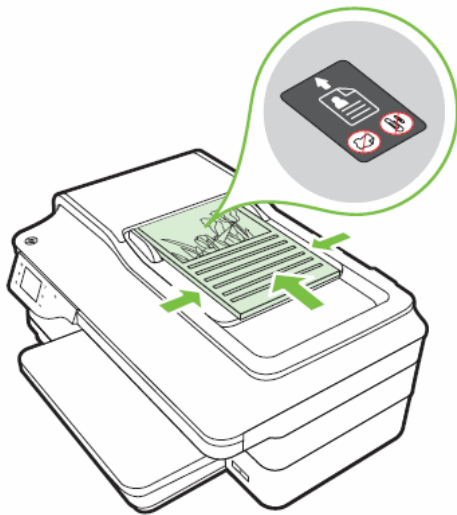**Click the plus sign (➕) for more information.**

Method one: Load the original in the automatic document feeder (ADF) for single-sided copying   ➖

1. Remove any staples or paper clips from the originals.

2. Thumb through the stack to make sure that none of the sheets stick to each other.

3. Make sure that the first page of the original is on the top of the stack.

4. Slide out the paper width guides as far as possible.

5. Load the document print side up, and then slide it in the ADF until the printer detects the paper.

   Figure : Load the original in the ADF tray

6. Slide the paper width guides in until they stop at the edge of the paper.

Method two: Load the oversized original in the scanner glass for single or double-sided copying   ✦
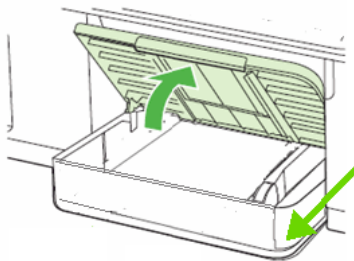
Step two: Load paper in the input tray

Use the following steps to load paper in the input tray.

1. Raise the output tray.

   Figure : Raise the output tray and then pull out the input tray extender (if necessary)
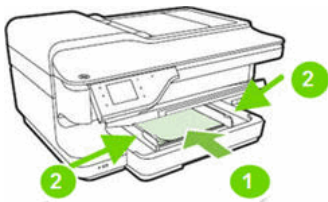

2. To load oversized paper, pull the input tray extender out as far as possible.

3. Slide out the paper width guides as far as possible.

4. Insert a stack of clean, unused, plain paper into the input tray with the short edge forward and the print side down.

   ⚠ **CAUTION:**

   Do not load paper while the printer is printing. Jams or paper feed issues might occur.

5. Position the stack of paper in the center of the input tray, and then slide the stack forward until it stops.

6. Adjust the paper width guides so that they rest against the stack of paper. Do not push the guides in so tightly that they bind against the paper.
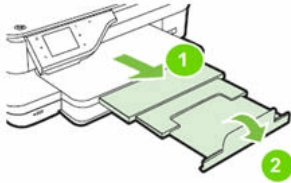
   Figure : Load the paper, and then adjust the paper width guides

1. **Load the paper**
1. **Adjust the paper guides**

7. Lower the output tray, and then pull out the tray extender.

Figure : Lower the output tray, pull out the tray extender and then flip up the paper catch

1. **Pull out the output tray extender**
1. **Flip up the paper catch**

Step three: Copy and collate the document

Use one of the following options to copy and collate a document.

Copy and collate a single-sided document   +

Copy and collate a double-sided document   +

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