



LaserJet Enterprise MFP, PageWide Enterprise MFP


Copy or scan pages from books or other bound documents

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Introduction


Use the [Book Mode](#) feature to copy or scan facing pages from a bound original document, such as a book, and save the pages as individual scanned images. The feature organizes the scanned images and arranges the pages in the correct order, as in the original document. Print the pages by using the copy feature, or save the scanned pages to a file in the printer memory.

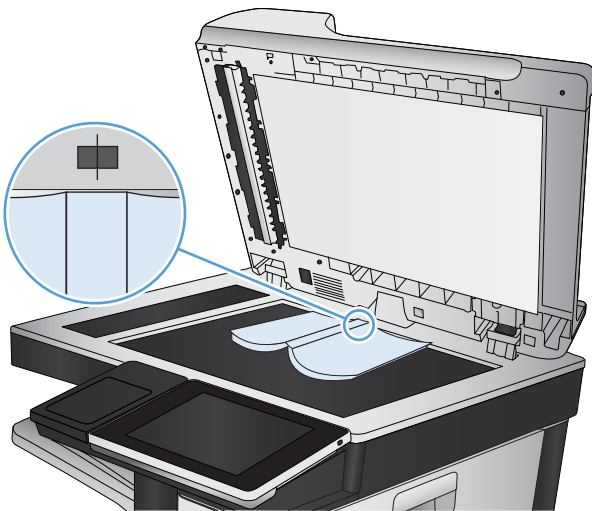
The feature creates scanned images that are letter or A4 size. If the original document is smaller, the feature retains the original size and does not scale the image to fit the paper. If the original document is larger, the feature crops the pages and does not scale the images to fit the paper.

 **NOTE:** The document must be bound on the left edge, and the feature does not work with the front and back covers.

Book Placement

Place the book on the scanner glass with the top edge of the book along the rear of the scanner glass. Align the spine with the book symbol along the rear edge.

 **CAUTION:** Some types of bindings, such as certain spiral bindings, can damage the protective covering on the flatbed cover. Close the scanner lid carefully.



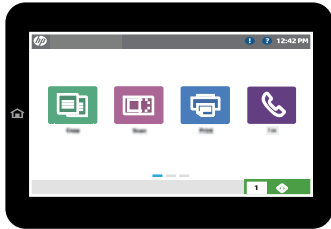
Copy or scan pages

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

FutureSmart 3



FutureSmart 4




FutureSmart 3

1. Decide whether to make a printed copy now or to scan to the printer memory to share or print later:
 - Make a printed copy: From the Home screen on the printer control panel, select the [Copy](#) button.
 - Scan to the printer memory: From the Home screen on the printer control panel select the [Save to Device Memory](#) button. Select the folder for saving the job, or create a new folder.
2. Select the [More Options](#) button until the [Book Mode](#) feature displays on the screen.
3. Select [Book Mode](#), select [Book Mode on](#), and then select the [OK](#) button to enable the feature and return to the main [Copy](#) menu.
4. Set other job settings. For example, to print on both sides of a sheet of paper, open the [Sides](#) menu, and select the [1-sided to 2-sided](#) option. If a finishing device is attached to the product, select the appropriate finishing options now.



NOTE: Some [Copy](#) menu options conflict with the [Book Mode](#) feature. After enabling [Book Mode](#), these features are unavailable in the [Copy](#) menu.

5. Select the Start  button to begin scanning.
6. The Book Mode feature prompts for the pages to scan. Select one of these options, and then select [Scan](#):
 - [Scan both sides](#): Scans the left and right pages.
 - [Skip left page](#): Scans the right-hand page of the book only.



NOTE: When placed face-down on the glass, the right-hand page is on the left.

- [Skip right page](#): Scans the left-hand page of the book only.



NOTE: When placed face-down on the glass, the left-hand page is on the right.

7. The printer begins scanning the pages. When it finishes the first scan, it prompts for the next pages to scan. Continue scanning as described in the previous step. When all pages are scanned, select the [Finish](#) button. The printer prints or saves the pages.

FutureSmart 4 — Copy to print now

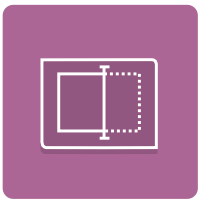
1. From the Home screen on the printer control panel, select **Copy**, and then select **Options** in the lower left corner.




2. Select **Scan Mode**, select **Book Mode**, and then select **Done**.
3. Adjust any other setting options that are needed. Select **Done** for each setting if prompted.
4. Select **Copy** to begin scanning. A Book Mode prompt screen appears.
5. Follow the prompts on the control panel to scan additional pages. When you are finished scanning, select **Done** to begin printing the pages.



FutureSmart 4 — Scan to save job storage on the printer

1. From the Home screen on the printer control panel, select **Scan**, and then select **Scan to Job Storage**.



 **NOTE:** If prompted, enter your user name and password.

2. Select the default storage folder name shown under **Folder**.

Note: If the printer administrator has configured the option, you can create a new folder. Follow these steps to create a new folder:
 - a. Select the New Folder  icon.
 - b. Select the **New Folder** field, type the folder name, and then select **OK**.
3. Make sure that you have selected the correct folder.
4. Select the **Job Name** text field to open a touchscreen keyboard, type the name for the file, and then select the Enter  button.
5. Select **Options** in the lower left corner, select **Scan Mode**, select **Book Mode**, and then select **Done**.
6. Adjust any other settings that are needed. For example, configure the **Sides** option to print on both sides of a sheet of paper. If a finishing device is attached to the printer, select the appropriate finishing options now. Select **Done** for each setting if prompted.
7. Touch the right pane of the screen to preview. A Book Mode prompt screen appears.
8. Select **Scan** to scan the current pages on the scanner. To scan more pages, adjust the book and select **Scan** again.
9. Select **Done** when you are finished scanning, and then select **Save**.