# COPYING A MULTI-PAGE ORIGINAL TO A SINGLE SHEET (MULTI SHOT)
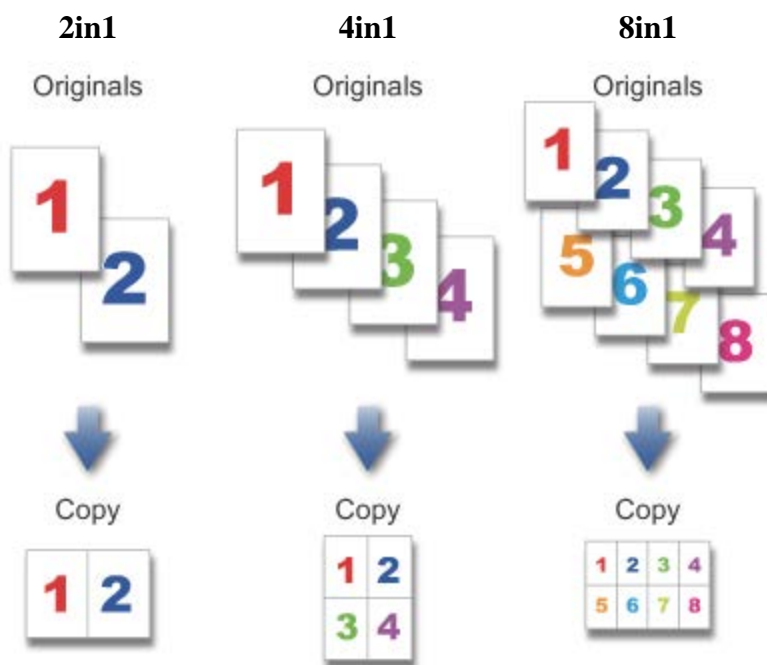
## Overview

This function copies a multi-page original to a single sheet of paper.

Select 2in1 to copy two original pages onto one sheet, 4in1 to copy four original pages onto one sheet, or 8in1 to copy eight original pages onto one sheet.

This function is convenient when you wish to present multiple pages in a compact format, or show a view of all pages in a document.



When inserting a cover sheet, select Cover Setting to copy only a front sheet to one page and collectively copy the second and subsequent pages.

## Operation

1.

**Place an original, and tap the [Preview] key**

Place the original in the automatic document feeder or on the document glass.

- AUTOMATIC DOCUMENT FEEDER
- DOCUMENT GLASS

2. **2**

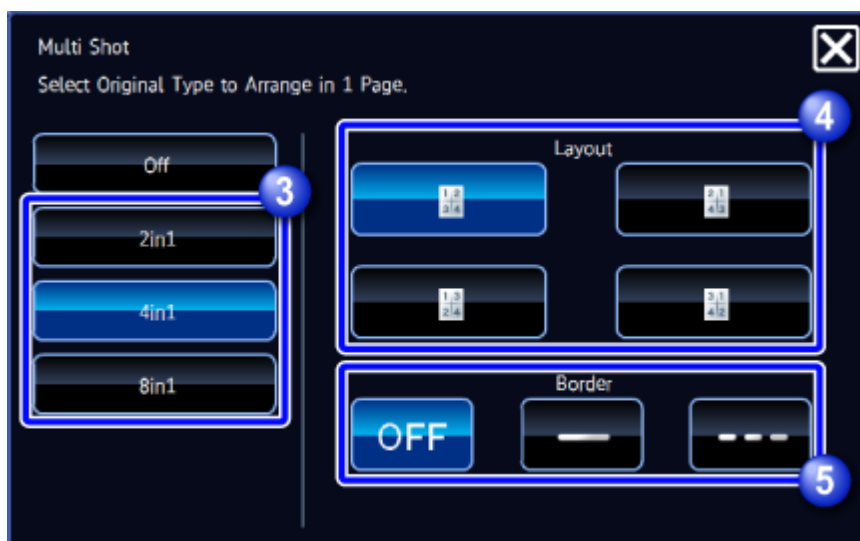**Tap the [Others] key, and tap the [Multi Shot] key**

**3**

**Tap the key of the 2in1 sheets you wish to use**

If needed, the images will be rotated.



1. **4**

**Select the layout**

2. **5**

**Select the border**

A line can be inserted between pages arranged on a sheet.

After the settings are completed, tap ✖ and the [Back] key in sequence.

To cancel the Multi Shot setting:

Tap the [Off] key.

3. **6**

**Check the preview image in the preview screen**

To cancel all settings:

Tap the [CA] key.

4. **7**

**Tap the [Color Start] or [B/W Start] key to start copying**

To make two or more sets of copies:

Tap the copies display key to specify the number of copies.