

# INSERTING FRONT AND BACK COVERS INTO COPIES(COVERS / INSERTS)

## Overview

This function inserts a different type of paper into the pages corresponding to the front and back covers of a copy job.

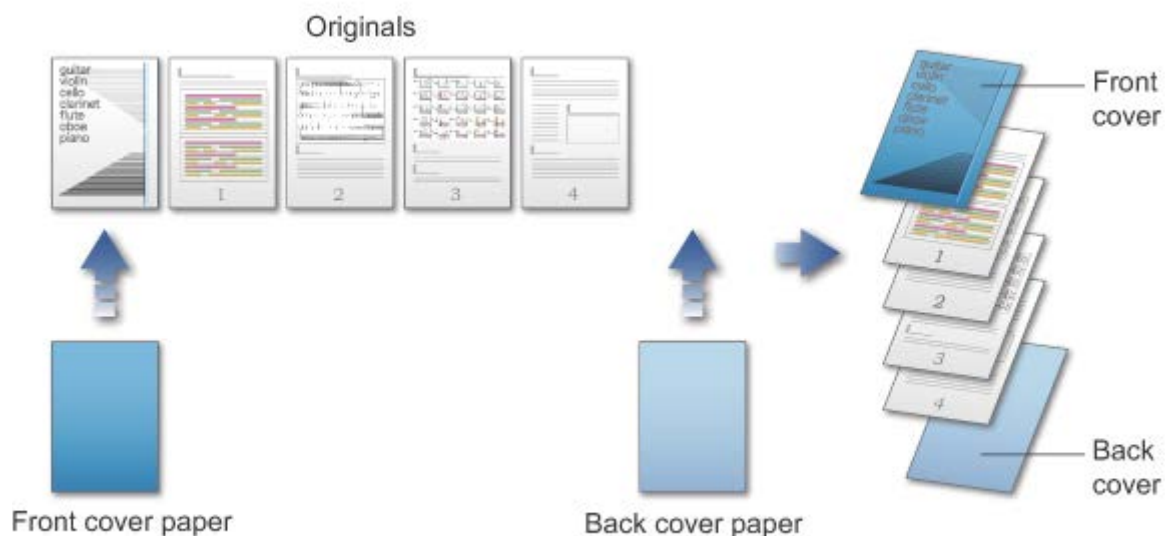
It enables you to change cover paper and make resources look better.

Configure insertion sheet settings if needed.



When inserting insertion sheets, see "[INSERTING INSERTION SHEETS IN COPIES](#)".







### Copying a front cover and inserting together with a back cover






### Cover inserting examples




The following shows the copy results when front and back covers are inserted into six 1-sided original pages or three 2-sided original pages.







## 1-sided copying of 1-sided originals

Front cover	Back cover	Resulting copies
Not copied	Not copied	 <p>Inserts cover sheets at the beginning and end.</p>
1-sided copy	Not copied	 <p>Makes a 1-sided copy on the first original page for the front cover, and inserts a back cover at the end.</p>
2-sided copy	Not copied	 <p>Makes a 2-sided copy on the first and second original pages for the front cover, and inserts a back cover at the end.</p>
Not copied	1-sided copy	 <p>Inserts a front cover at the beginning, and makes a 1-sided copy on the sixth original page for the back cover.</p>
Not copied	2-sided copy	 <p>Inserts a front cover at the beginning, and makes a 2-sided copy on the fifth and sixth original pages for the back cover.</p>
1-sided copy	1-sided copy	 <p>Makes a 1-sided copy on the first original page for the front cover, and also makes a 1-sided copy on the sixth original page for the back cover.</p>

1-sided copy	2-sided copy	 <p>Makes a 1-sided copy on the first original page for the front cover, and also makes a 2-sided copy on the fifth and sixth original pages for the back cover.</p>
2-sided copy	1-sided copy	 <p>Makes a 2-sided copy on the first and second original pages for the front cover, and also makes a 1-sided copy on the sixth original page for the back cover.</p>
2-sided copy	2-sided copy	 <p>Makes a 2-sided copy on the first and second original pages for the front cover, and also makes a 2-sided copy on the fifth and sixth original pages for the back cover.</p>








## 2-sided copying of 1-sided originals



Front cover	Back cover	Resulting copies
Not copied	Not copied	 <p>Inserts cover sheets at the beginning and end.</p>
1-sided copy	Not copied	 <p>Makes a 1-sided copy on the first original page for the front cover, and also makes a 1-sided copy on the sixth original page. Inserts a back cover at the end.</p>
2-sided copy	Not copied	 <p>Makes a 2-sided copy on the first and second original pages for the front cover, and inserts a back cover at the end.</p>

Not copied	1-sided copy	 <p>Inserts a front cover at the beginning, and makes a 1-sided copy on the sixth original page for the back cover. A 1-sided copy is made on the fifth original page.</p>
Not copied	2-sided copy	 <p>Inserts a front cover at the beginning, and makes a 2-sided copy on the fifth and sixth original pages for the back cover.</p>
1-sided copy	1-sided copy	 <p>Makes a 1-sided copy on the first original page for the front cover, and also makes a 1-sided copy on the sixth original page for the back cover.</p>
1-sided copy	2-sided copy	 <p>Makes a 1-sided copy on the first original page for the front cover, and also makes a 2-sided copy on the fifth and sixth original pages for the back cover.</p>
2-sided copy	1-sided copy	 <p>Makes a 2-sided copy on the first and second original pages for the front cover, and also makes a 1-sided copy on the sixth original page for the back cover. A 1-sided copy is made on the fifth original page.</p>
2-sided copy	2-sided copy	 <p>Makes a 2-sided copy on the first and second original pages for the front cover, and also makes a 2-sided copy on the fifth and sixth original pages for the back cover.</p>





## 1-sided copying of 2-sided originals






Front cover	Back cover	Resulting copies

Not copied	Not copied	 <p>Inserts cover sheets at the beginning and end.</p>
1-sided copy	Not copied	 <p>Makes a 1-sided copy on the first original page for the front cover, and inserts a back cover at the end.</p>
2-sided copy	Not copied	 <p>Makes a 2-sided copy on the first and second original pages for the front cover, and inserts a back cover at the end.</p>
Not copied	1-sided copy	 <p>Inserts a front cover at the beginning, and makes a 1-sided copy on the sixth original page for the back cover.</p>
Not copied	2-sided copy	 <p>Inserts a front cover at the beginning, and makes a 2-sided copy on the fifth and sixth original pages for the back cover.</p>
1-sided copy	1-sided copy	 <p>Makes a 1-sided copy on the first original page for the front cover, and also makes a 1-sided copy on the sixth original page for the back cover.</p>
1-sided copy	2-sided copy	 <p>Makes a 1-sided copy on the first original page for the front cover, and also makes a 2-sided copy on the fifth and sixth original pages for the back cover.</p>

2-sided copy	1-sided copy	 <p>Makes a 2-sided copy on the first and second original pages for the front cover, and also makes a 1-sided copy on the sixth original page for the back cover.</p>
2-sided copy	2-sided copy	 <p>Makes a 2-sided copy on the first and second original pages for the front cover, and also makes a 2-sided copy on the fifth and sixth original pages for the back cover.</p>

## 2-sided copying of 2-sided originals

Front cover	Back cover	Resulting copies
Not copied	Not copied	 <p>Inserts cover sheets at the beginning and end.</p>
1-sided copy	Not copied	 <p>Makes a 1-sided copy on the first original page for the front cover, and inserts a back cover at the end. * The second original page is not copied.</p>
2-sided copy	Not copied	 <p>Makes a 2-sided copy on the first and second original pages for the front cover, and inserts a back cover at the end.</p>
Not copied	1-sided copy	 <p>Inserts a front cover at the beginning, and makes a 1-sided copy on the sixth original page for the back cover. * The fifth original page is not copied.</p>

Not copied	2-sided copy	 <p>Inserts a front cover at the beginning, and makes a 2-sided copy on the fifth and sixth original pages for the back cover.</p>
1-sided copy	1-sided copy	 <p>Makes a 1-sided copy on the first original page for the front cover, and also makes a 1-sided copy on the sixth original page for the back cover. The second and the fifth original pages are not copied.</p>
1-sided copy	2-sided copy	 <p>Makes a 1-sided copy on the first original page for the front cover, and also makes a 2-sided copy on the fifth and sixth original pages for the back cover. * The second original page is not copied.</p>
2-sided copy	1-sided copy	 <p>Makes a 2-sided copy on the first and second original pages for the front cover, and also makes a 1-sided copy on the sixth original page for the back cover. * The fifth original page is not copied.</p>
2-sided copy	2-sided copy	 <p>Makes a 2-sided copy on the first and second original pages for the front cover, and also makes a 2-sided copy on the fifth and sixth original pages for the back cover.</p>






- Before using the covers/inserts function, load insertion sheets in the tray.
- When selecting the covers/inserts function, place the originals in the document feeder tray, select 1-sided or 2-sided copying, and select the number of copies and any other desired copy settings. When these settings have been completed, perform the procedure to select covers/inserts.
- One sheet can be inserted for each of front and back covers.




- When performing 2-sided copying of 2-sided originals, an insertion sheet cannot be inserted between the front and reverse sides of an original.
- This function cannot be used in combination with the saddle stitch function.
- This setting is not available when the covers/inserts function is disabled in "Setting mode (administrator)".

## Operation

1.   
Place the original in the automatic document feeder, and tap the [\[Preview\]](#) key
  - [AUTOMATIC DOCUMENT FEEDER](#)
2.   
Tap the [\[Others\]](#) key, and then tap the [\[Covers/Inserts\]](#) key
3.   
Tap the [\[Front Cover\]](#) key, and then tap the [\[On\]](#) key  
When inserting a back cover, tap the [\[Back Cover\]](#) key, and then tap the [\[On\]](#) key.



4. 



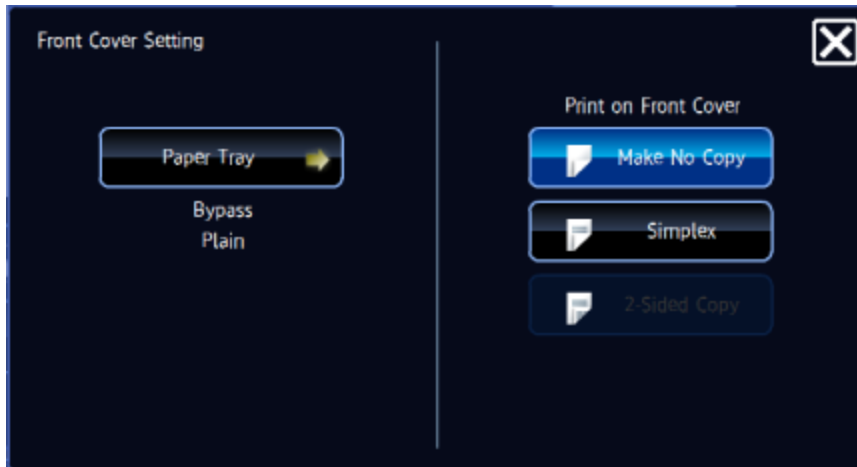
Tap the [\[Change\]](#) key

5.

*Specify a front cover sheet*

When only inserting a cover, tap the [\[Make No Copy\]](#) key.

After the settings are completed, tap  and the [\[Back\]](#) key in sequence.



### To change the cover input tray:

Tap the [\[Paper Tray\]](#) key to display the input tray setting screen. Select a paper tray. For more information, see "[SETTING THE PAPER TRAY](#)" and "[SETTING THE BYPASS TRAY](#)".



- If the cover will be copied on, label sheets, transparency film, and tab paper cannot be used. If not copied on, tab paper can be inserted.
- If the paper tray is inserter, the cover cannot be copied on.



- **To cancel cover sheet insertion:**

Tap the [\[Off\]](#) key.

- **To cancel the front cover, back cover, and insertion sheet settings at the same time:**

Tap the [Cancel All] key.

6. 

*Check the preview image in the preview screen*



**To cancel all settings:**

Tap the [CA] key.

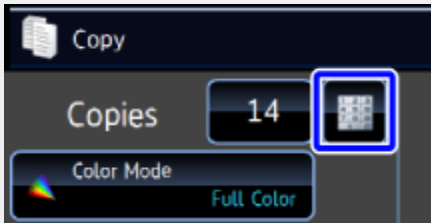
7. 

*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.



[Back to top](#)