INSERTING INSERTION SHEETS IN COPIES(COVERS / INSERTS)
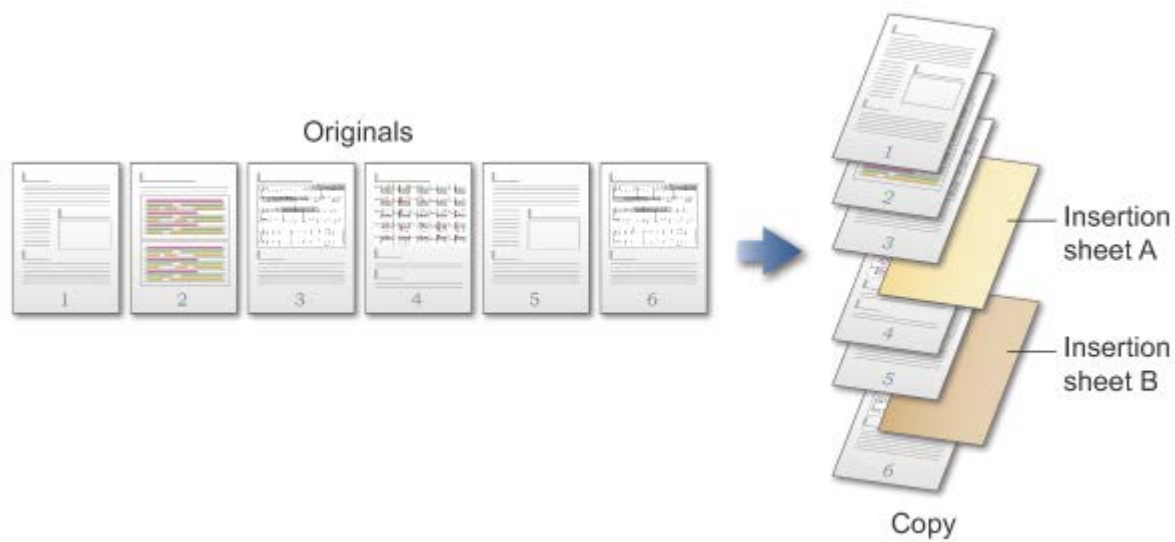
Overview

This function inserts a sheet of paper into a specific page as an insertion sheet to make a copy. There are two types of insertion sheets.

When inserting covers, see "INSERTING FRONT AND BACK COVERS INTO COPIES".

Example: Insert A after page 3 and insert B after page 5

Sheet inserting examples

When making a copy also on the insertion sheet, 2-sided copying can be specified for each of the insertion sheet and the paper. The following shows the copy results when an insertion sheet is inserted into the third page of six 1-sided original pages or three 2-sided original pages.

Result of copying a 1-sided original onto the insertion sheet

Copy to insertion sheet	Paper: 1-sided copy	Paper: 2-sided copy
Not copied	Inserts an insertion sheet between the second and third pages of each set of copies.	
1-sided copy	Makes a 1-sided copy of the third original page on an insertion sheet.	
2-sided copy	Makes a 2-sided copy of the third and fourth original pages on an insertion sheet.	

Result of copying 2-sided original to the insertion sheet

Copy to insertion sheet	Paper: 1-sided copy	Paper: 2-sided copy
Not copied	Inserts an insertion sheet between the second and third pages of each set of copies.	
1-sided copy	Makes a 1-sided copy of the third original page on an insertion sheet.	The fourth original page is not copied.
2-sided copy	Makes a 2-sided copy of the third and fourth original pages on an insertion sheet.	

- Before using the insertion sheet function, load insertion sheets in the tray.
- First place the originals in the document feeder tray and configure the other copy function settings, and then specify the cover and insertion sheet.
- The insertion sheet size must be the same size as the copy.
- Up to 100 insertion sheets can be inserted.

- The document glass is not available for this function.
- Note that two insertion sheets cannot be inserted into the same page.
- 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".

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 "Insertion Sheet" tab
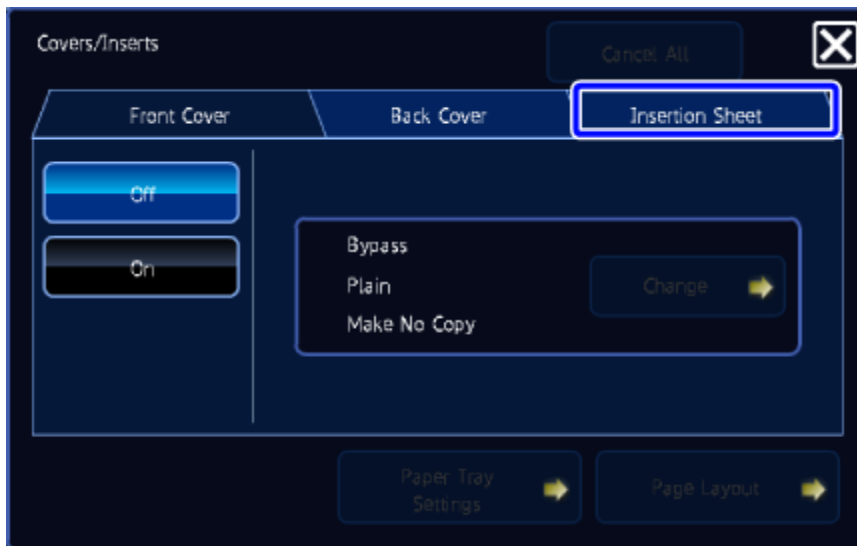
4.

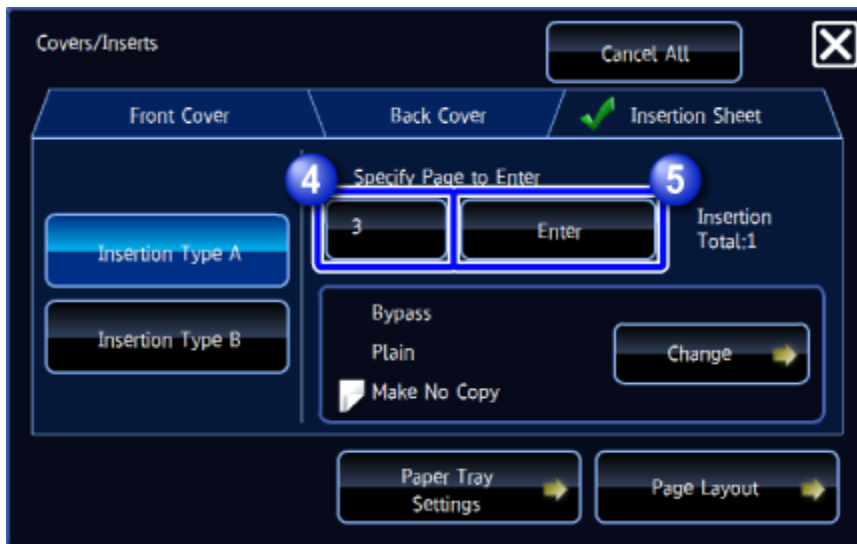*Tap the insertion page display key*

5.

Enter the number of the page you want to ==insert== a sheet into using the numeric keys, and then tap the *[Enter]* key

The total number of insertion sheets is displayed at the side of [Enter] key. Repeat steps 4 and 5 for the number of insertion sheets.

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

If you have entered an incorrect insertion page number:

Tap the [Page Layout] key and change the page.

- CHECKING, EDITING, AND DELETING THE PAGE LAYOUT OF COVERS AND INSERTION SHEETS

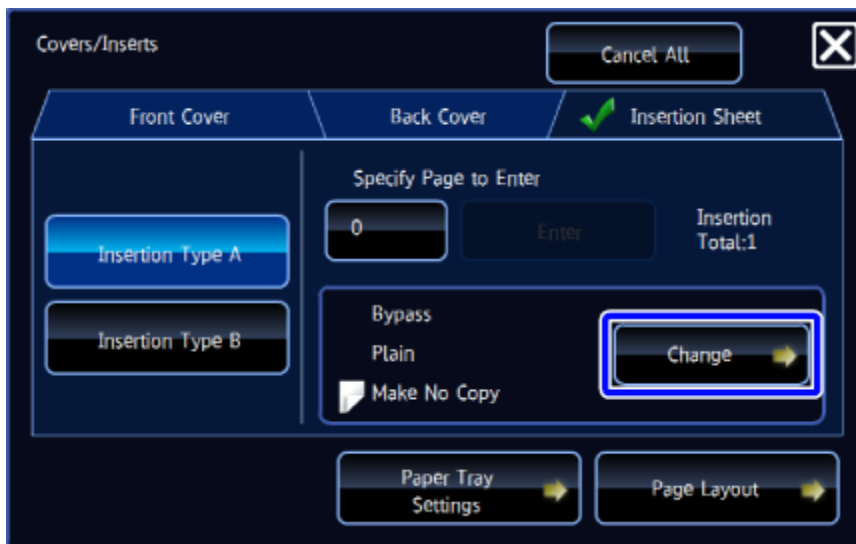To cancel inserting insertion sheets:

Tap the [Cancel All] key.

6.

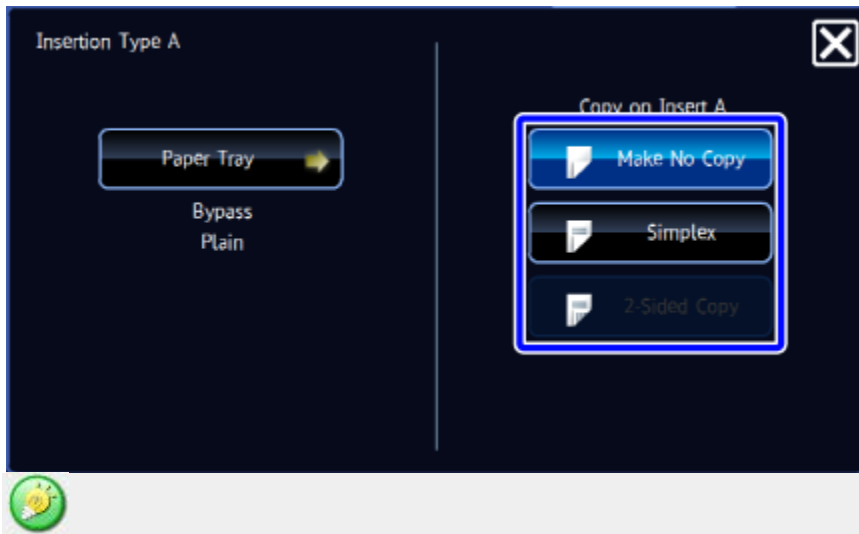*Tap the [Change] key*

7.

When making a copy on insertion sheet A, tap the [Simplex] or [2-Sided Copy] key

When only inserting insertion sheet A, select the [Make No Copy].

After the settings are completed, tap ✖.

To change an insertion sheet:

Tap the [Paper Tray] key, and select the tray with insertion sheets loaded.

- When copying on both sides of an insertion sheet, you cannot use label sheets, transparency films, or tab paper for insertion. If not copied on, tab paper can be inserted.

- If the paper tray is inserter, the cover cannot be copied on.

8.

Specify the settings for insertion type B as required

To specify the settings for insertion type B, tap the "Insertion Sheet" tab in step 3 before tapping the [Insertion Type B] key, and follow steps 4 through 7.

9.

Check the preview image in the preview screen
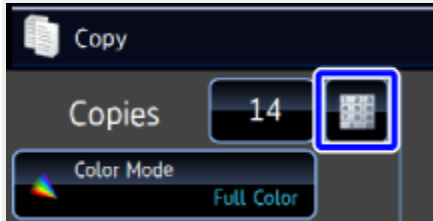

To cancel all settings:

Tap the [CA] key.

10.

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.

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