Saddle stitch

Go to **Copy**: **Others**: **Output** then follow these steps:

① Tap the [Staple Sort] key.

② Select [Pamphlet Copy].

③ Configure binding edge and cover settings.

- MAKING COPIES IN PAMPHLET FORMAT

After the settings are completed, tap ⟦OK⟧ and check that the [Pamphlet Copy] key is enabled on the staple sort screen. After you have checked it, tap ⟦OK⟧.

- If [Pamphlet Copy] is already specified in [Others], you do not need configure binding edge and cover settings.

- If [Pamphlet Copy] is specified in [Others], the saddle stitch screen appears. Confirm the message shown on the screen, and tap the [On] key.

- To change the output tray, tap the [Output Tray] key, and select the output destination.

- If the number of scanned originals exceeds the staple sheet limit, a message is displayed. Tap the [Divide], [Continue] or [Cancel] key. [Divide]: Divides the pages into sets that can be stapled and sorts them. You cannot use this function if the cover settings are selected. [Continue]: Continues sorting without stapling. [Cancel]: Cancels the staple sort setting.