



Double Sided Photocopying

On the Toshiba Machines only (White)

Location of Toshiba Machines

There are 6 Toshiba machines which can do double sided copying. Two in the main room on Level 2, one in Reserve, and three on Level 1.

Copying from Sheets of Paper

Enter Copytex card or Smartcard to operate photocopy machine.

- ❖ Select "Duplex key" on the BASIC panel.
- ❖ Select "1 @ 2" mode (single sided to duplex).
- ❖ Choose either Even or Odd.
- ❖ Select the "Odd" option if you have an odd number of sides (front and back of a page).
- ❖ Select the "Even" option if you have an even number of sides (front and back of a page).

Note: Always start with the last page first. Copying with the last page first will make the copies arrange in the correct page order.

Odd number of pages

- ❖ Place the last page on the glass as normal and press the Print button. (If copying an odd number of pages, this page will appear in the tray).
- ❖ Then place the next page on the glass and press the Print button, this copy (back page) will stay in the machine until you copy the next page (front page). This copy will appear in the tray.
- ❖ Continue these steps until finished.

Even number of pages

- ❖ Place the last page on the glass as normal and press the Print button. (when copying an even number of pages, the machine will wait until the next page is copied (front page). This copy will appear in the tray).
- ❖ Continue these steps until finished.

Copying from a Book

Enter Copytex card or Smartcard to operate photocopy machine.

- ❖ Select "Duplex key" on the BASIC panel.
- ❖ Select "1 @ 2" mode (single sided to duplex).
- ❖ Select the "Edit" key on the BASIC panel.
- ❖ Select the "Dual Page" key.
- ❖ A book should be centered on the yellow indicator line with its front cover on the left hand side.
- ❖ Select the "Set" key.
- ❖ Press the "Print" key.