

## Copier Questions

### Two-sided copying

1. Copy the first page normally
2. Place the copied page text up on the bypass tray.
3. Press the *Other* option under *Paper Supply*.
4. Select the *Bypass Tray* option and press *Save*.
5. Copy the next page normally. It will pull the paper from the bypass tray.

Note: You must change your settings back to the default in order to copy normally. Under the *Paper Supply* tab, press *Other* and then press *Default* and *Save*. It is easiest to copy every other page normally and then copy the backsides of those pages after that.

Note<sub>2</sub>: It is no cheaper to make a two-sided copy.