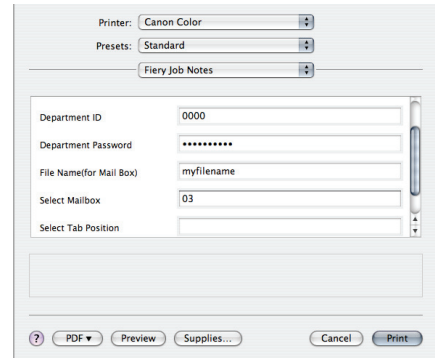


# Copying Double Sided on the Color Copier

## Step 1

Enter ID and Mail Box Information.

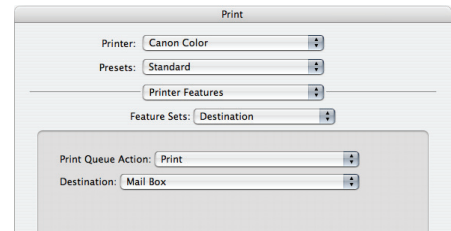
- From the **Settings** pull-down menu, select **Fiery Job Notes** (on PowerPC Macs) or **Owner Information** (on Intel Macs).
- Fill in **Department ID** and **Department Password** with your copy code. Fill in **File Name (for Mail Box)** with a name that you will recognize. Fill in **Select Mailbox** with a number between 00 and 99. Remember this number! →



## Step 2

Send Your File to a Mail Box.

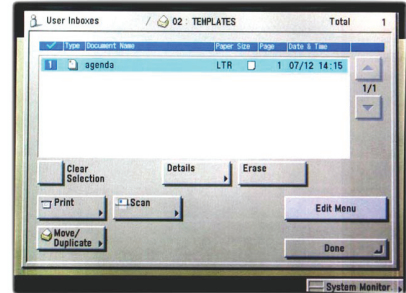
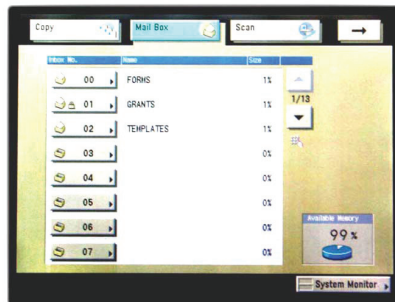
- From the **Settings** pull-down menu, select **Printer Features**.
- From the Feature **Sets** pull-down menu, select **Destination**.
- From the **Destination** pull-down menu, select **Mail Box**.
- Click **Print**. →



## Step 3

Retrieve the document on the Canon Color imageRunner.

- Insert your copy card..
- Choose **Mail Box** from the options at the top of the screen.
- Select the Mail Box you typed in earlier.
- Select the document name you typed in earlier.
- Touch **Print**.



## Step 4

Print the document.

- In the dialogue box now open, select **Change Print Settings**.
- Touch **Two-sided Printing**.
- Under two-sided printing, you may choose either **Book Type** (for landscape-oriented pages—select this if you are printing a book that you will saddle stitch) or **Calendar Type** (for portrait-oriented pages). **NOTE:** This is the opposite of the B&W copier!
- Use the numeric keypad to enter the number of copies you want to make. If you are printing a large number of copies, touch **Sample Print** to print out a test before you begin the job.
- Touch **Start Print**.

(This menu screen is from the B/W copier and varies slightly, but is mostly similar. Still press the print button.)

