

Xerox WorkCentre 5632/5638/5645/5655
Bound Original Copying

Line up open centre of book with green arrow at top centre of glass
Select **Tray 3 or 4** under Paper Supply
Select **Image Adjustment** (Tab 2)
Select **Bound Originals**
Select **Left Side, Right Side** or **Both Sides**
Select **Save**
Press **Start**

*Note: Add Auto Centre and/or Edge Erase and/or Enlarge see * below*

- **Auto Centre**

Auto Centre centres “Bound Original” page to 8.5 x 11 paper
Select **Image Adjustment** (Tab 2)
Select **Image Shift**
Select **Auto Centre**
Select **Save**

- **Edge Erase**

Edge Erase centres “Bound Original” page to 8.5 x 11 paper
Select **Image Adjustment** (Tab 2)
Select **Edge Erase**
Select **Edge Erase** (to erase top, bottom, left, right edges)
Or
Select **Border Erase** (to erase same amount around edges)
Select **Save**

- **Enlarge**

Auto% enlarges the “Bound Original” page to fit 8.5 x 11 paper
Select **Basic Copying** (Tab 1)
Select **Auto %**