



Duplex Scanning

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1: Basic Overview

Duplex scanning is a common term used to describe automatic double-sided scanning. It means that you do not have to manually turn over a piece of paper when you need to scan, fax or copy both sides of it. Instead, the MFP device can automatically do it for you.

This white paper looks at the advantages of doing this along with a brief step-by-step guide for how to set it up. It then looks at the mechanics behind duplex scanning, explaining what happens to your document whilst it is being duplex scanned.

2: Benefits

- Quick
- Convenient
- Saves the repetition of having to turn your document over when you need to scan both sides, allowing you to get on with other tasks

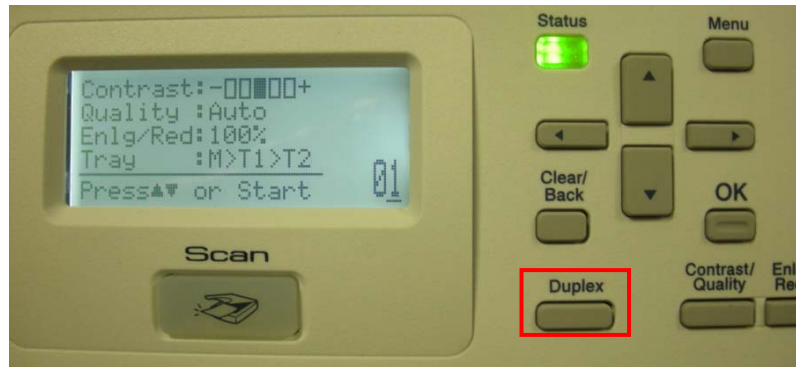
3: How to use

Please note that these instructions show you how to configure a DCP-9045CDN for duplex scanning. Other devices may differ slightly.

Step 1: Insert your document with the first page showing face up pointing in the direction of the Automatic Document Feeder (ADF).



Step 2: Press the 'Duplex' button on the devices control panel



Step 3: Select which duplex option you want.

- 1 sided → 2 sided
- 2 sided → 2 sided
- 2 sided → 1 sided
- Advanced
 - 2 sides → 1 sided
 - 1 sided → 2 sided

| Duplex option | Long / short edge bind | Duplex scan | Duplex print | Suitable for: |
|-------------------|--|-------------|--------------|--|
| 1 sided → 2 sided | Long | ✗ | ✓ | When you want to scan a multiple paged document that only has print on one side but need to have it printed in duplex. |
| 2 sided → 2 sided | Long | ✓ | ✓ | When you want to scan a multiple paged, double sided document and have it printed in duplex. |
| 2 sided → 1 sided | Long | ✓ | ✗ | When you want to scan a multiple paged, double sided document but only have it print onto single sides of paper. |
| Advanced | When you select the advanced tab you are given two further options, as shown in the rest of this table | | | |
| 2 sided → 1 sided | Short | ✓ | ✗ | When you want to scan a multiple paged, double sided document but only have it print onto single sides of paper. |
| 1 sided → 2 sided | Short | ✗ | ✓ | When you want to scan a multiple that only has print on one but need to have it printed in duplex. |

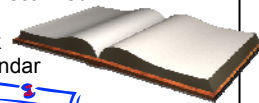


Did you know?

Binding refers to the way in which your scanned document appears when it is scanned.

Long edge binding prints your document so that it can be assembled like a book

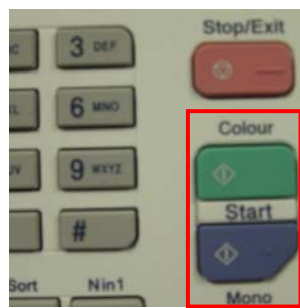
Short edge binding prints your document so that it can be assembled like a calendar



Step 4: Once selected, press the 'OK' button.



Step 5: Select either 'Mono Start' or 'Colour Start' to scan your document.

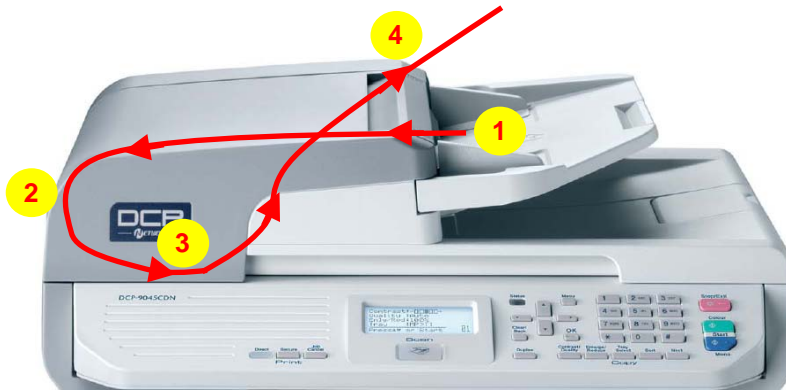


4: Theory of operation

Your document goes through a three stage process when it is being duplex scanned. Here is an explanation of what happens:

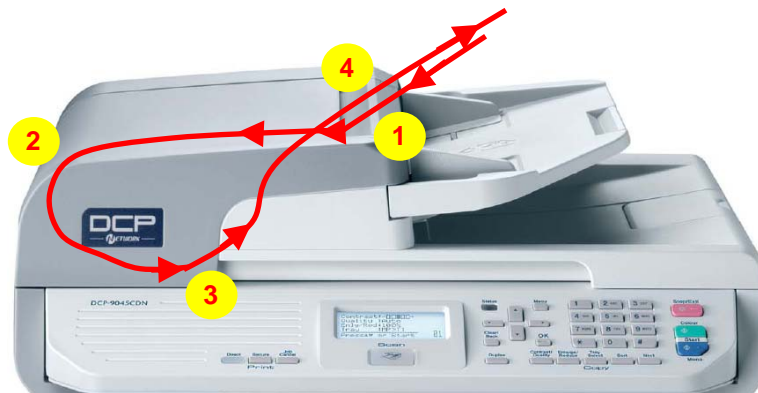
Stage 1 – page 1 gets scanned

1. Your document, which is face up, is fed into the ADF
2. It then gets flipped over so that page one is face down
3. Page one then gets scanned
4. After being scanned, your document is fed out of a small chute at the top of the ADF but not released.



Stage 2 – page 2 gets scanned

1. Your document gets fed back into the ADF
2. It then gets flipped over so that page two is now face down
3. Page two then gets scanned
4. After being scanned, your document is fed back out of the small chute at the top of the ADF but not released.



Stage 3 - the document exists the ADF

1. Your document gets fed back into the ADF
2. It then gets flipped over so that it can exit the ADF in the correct position
3. Your document exists the ADF

