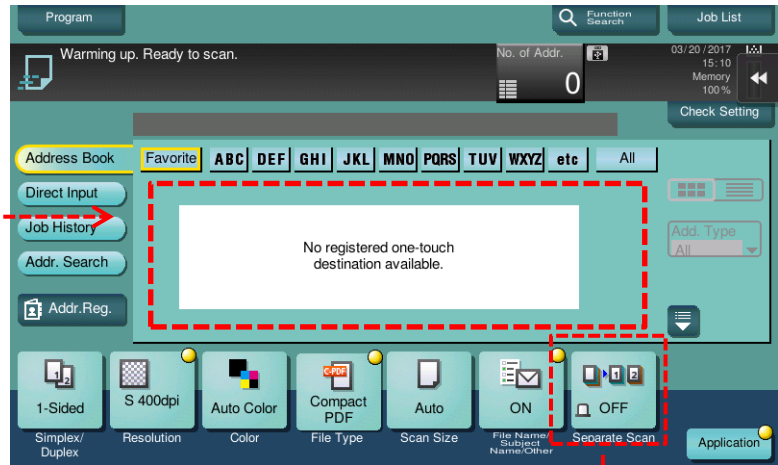




Separate Scan

If the number of original sheets is too large to be loaded at one time in the Document Feeder or you simply need to use the glass to insert pages, you can load them in several batches and send them as one document using the separate scan feature.

1. Place Documents in Feeder
2. Go to Scan/Fax Screen
3. Chose your destination (email, user box)



4. Turn Separate Scan **ON** by pressing the button at the bottom right

5. Place first set of documents in the document feeder or use glass

6. Press the **START** Key



Scanning begins

Screen to the right will appear →

7. Load your next document(s) and press **START**

Continue until all documents have been scanned

8. Select **Finish**

9. Press the **START** key

