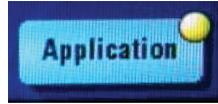


Scanning Multiple Pages on Glass and/or Doc Feeder into one PDF Doc

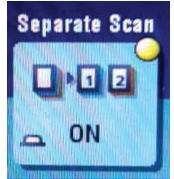
Make sure that you are in the Fax/Scan screen before continuing.

1 Select the name of the person that you are scanning the file to (or type the email using the Direct Input method).

2 Select **Application**.



3 Select **Separate Scan**. Make sure that this says **ON**. If it does not say on, it will scan each page as a separate PDF file.



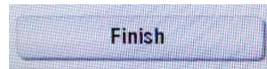
4 Select the **Simplex/Duplex** button (select **1-Sided** for single-sided documents or **2-Sided** for double-sided documents).



5 Place your document on the glass or in the document feeder. *Make sure when placing documents in the feeder that all staples have been removed prior to scanning.*



6 When you are complete, press the **Finish** button



7 Press the blue **Start** button.

8 The documents will then be scanned to you as a single PDF document.

