Quick Scan Guide

1. Select Scan and Send
   - **Original Type**: You can manually select the original type according to the type of image that you are scanning. The following three original type modes are available for adjusting the image quality.

2. Place documents face up in the document feeder or face down on the glass

3. Specify Destination (email, fax, file server, group, mailbox)

4. Press Start

- **2-Sided Original**: Both sides of two-sided original that are placed in the feeder can be scanned simultaneously.

- **Book > 2 pages**: This mode enables you to scan facing pages in a book or bound original and record them onto separate pages.

- **Different Size Originals**: This mode enables you to scan different size originals with the same widths (ex. Tabloid and Letter) or different widths (ex. Tabloid and Legal) together as one group by setting them in the feeder.

- **Density**: When scanning, you can adjust the density to the most appropriate level for the original.

- **Sharpness**: This mode enables you to scan original images with a sharper or softer contrast. To scan originals with text or lines with a sharper contrast, use [High] as the setting. To scan originals containing printed images or other half-tones with a softer contrast, use [Low] as the setting.

- **Copy Ratio**: You can set the machine to adjust the zoom ratio automatically, or you can specify the zoom ratio manually before scanning the original.

- **Erase Frame**: This mode enables you to erase shadows and lines that appear when scanning various types of originals.

- **Job Build**: This mode enables you to scan originals that are too many to be placed at one by dividing them into multiple batches. When copying, the originals are printed as one document after all of the batches have been scanned.