

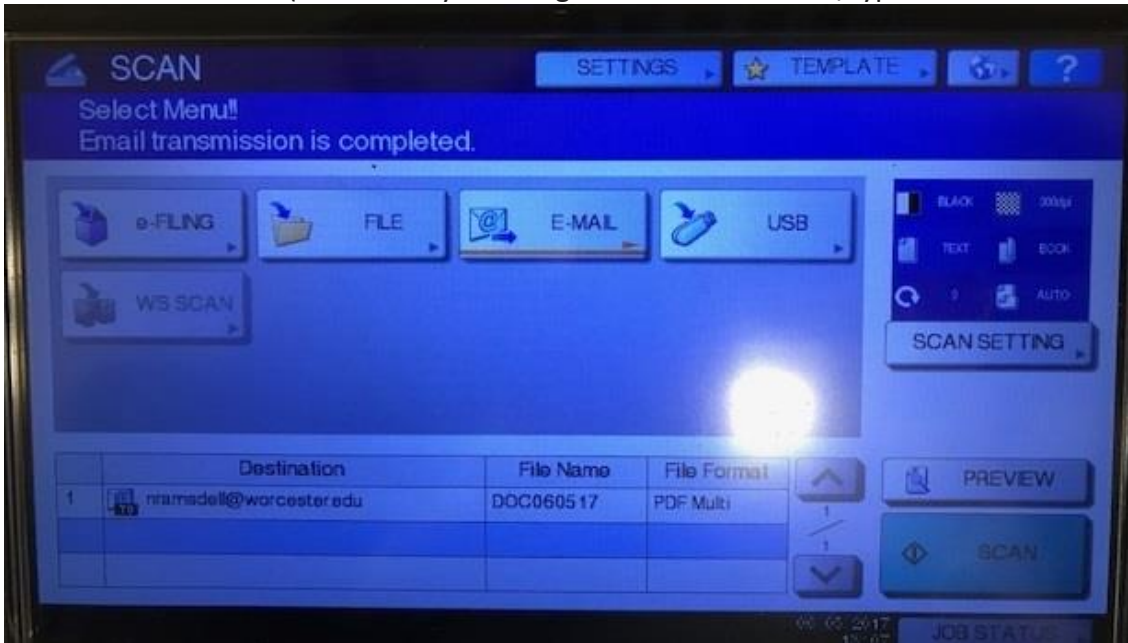
How To: Scan Double Sided and/or Omit Blank Page(s) Automatically

Prepare your papers ready to scan

Choose Scan Button on the MFP



Enter the destination (As a file to your ImageNow drive or select/type address if sending to an email)

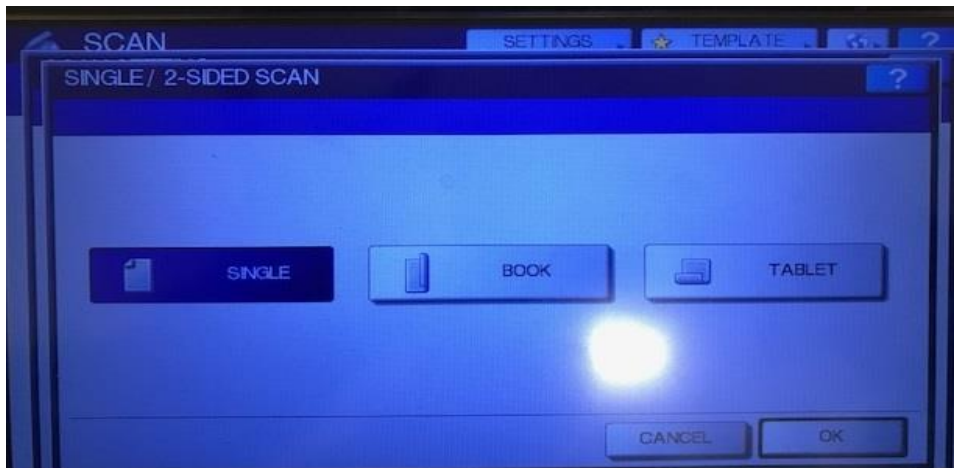


Choose the 'SCAN SETTING' button (behind this button are 1 or 2 choices you will need to make)

If you just want to double side scan sheets that have text on every page **SELECT** the button that says **Single** (bonus...you can also choose to scan in color on this screen)

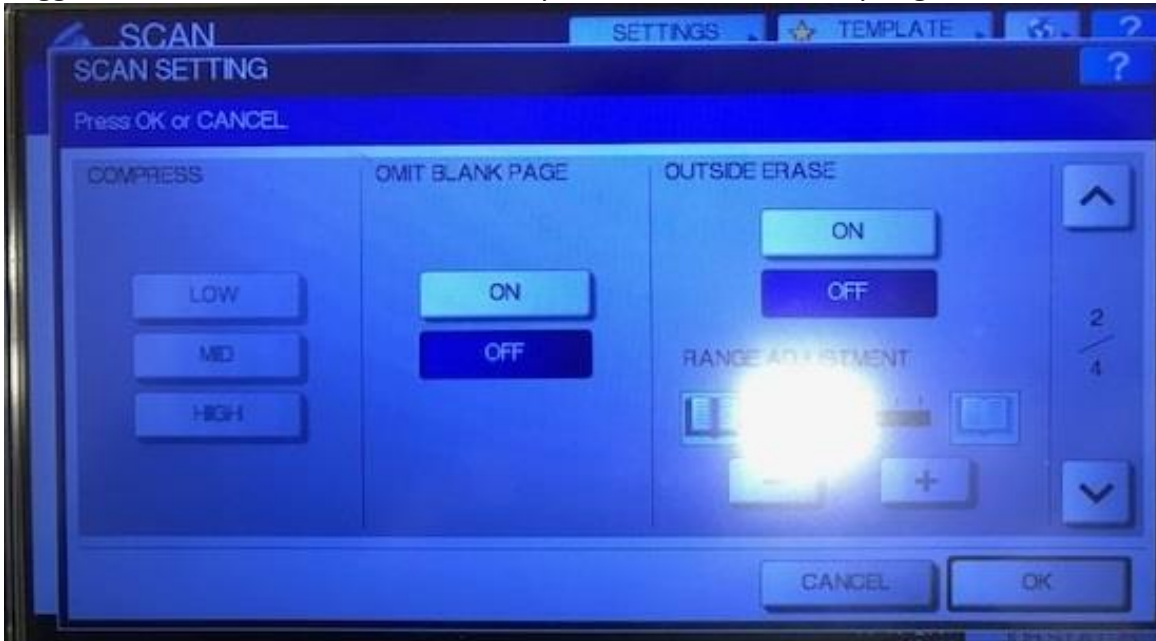


- Here you can toggle **Single** sided OR
- **BOOK** (double sided pages turn like a side-bound book) OR
- **Tablet** (pages turn like a steno pad top-bound book) –
 - o Choose OK when done with your selection



- If you also would like to **OMIT BLANK PAGE(s)** you will see on the right that there you are on page 1 of 4 of the option list here **CHOOSE** the down arrow to get to the next page of options

Toggle “OMIT BLANK PAGE” On or Off as you wish - Click OK until you get back to the main screen



You are ready to Scan –destination is selected, double sided is chosen the way you prefer and blank pages (if any) will be omitted.

Questions? Let me know!!