## 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)

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Destination File Name File Format   1 Immedel@worcesteredu DOC060517 PDF Multi					100 Colores		

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)

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- 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) -
  - Choose OK when done with your selection

SCAN	SETTINGS	TEMPLATE	
SINGLE / 2-SIDED SCAN			
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- 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

SCAN SCAN SETTING		SETTINGS .	TEMPLATE	
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			CANGEL	OK

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!!